

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT Circuit Library



Announcement 2025-08-USCA5LIB

Position Title:	Information Systems Analyst
Position Type:	Full-time, 40 hours per week
Location:	New Orleans, LA (Headquarters)
Salary Grade/Range:	Court Personnel System Classification Level 28 (\$71,583 to \$116,394), depending on experience and qualifications.
Closing Date:	Position open until filled. This application deadline has been extended to Friday, January 23, 2026.

OVERVIEW:

The Office of the Circuit Librarian is accepting applications from qualified applicants for the position of Information Systems Analyst in the New Orleans Headquarters Library.

The primary mission of the Fifth Circuit Library System is to serve the information needs of all federal judges, chambers staff, and other court personnel throughout the Circuit. The Fifth Circuit Library System consists of the headquarters library in New Orleans and branch libraries throughout Louisiana, Mississippi, and Texas.

In addition to serving the federal courts, the library provides limited services to other federal agencies, state and local courts, the legal community, and the public.

REPRESENTATIVE DUTIES:

- Provide IT support to the Fifth Circuit Library system.
- Design and edit Fifth Circuit Library internal and external web pages.
- Manage Integrated Library System (ILS).
- Support knowledge management system with locally indexed content.
- Support and update archival systems.
- Support environments and platforms including but not limited to Windows Server,

Apple devices, Microsoft 365, remote support software, KACE, PDQ, Workspace ONE, and numerous off-the-shelf software and in-house database applications.

REQUIRED QUALIFICATIONS:

- Bachelor's degree, preferably in computer science or a related field.
- Two years of work experience in a court, library, or office environment.
- Skill in the use of Windows-based personal computers and basic office applications software.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Effective oral and written communication skills.
- Ability to travel as needed.
- Ability to handle moderate to heavy physical activity, including lifting, pushing, and bending.

PREFERRED SKILLS:

- Master's of Library and Information Science or other information related Master's degree.
- Two years of IT experience in a library or court environment.
- Self-motivated individual with ability to prioritize delegated tasks.
- Experience with an Integrated Library System.
- Experience working with people at all levels.

APPLICATION PROCESS:

Qualified applicants should submit a cover letter, résumé, and form AO 78 via email (as a **single PDF**) to: libraryvacancy@ca5.uscourts.gov

The AO78 Federal Judicial Branch Application for Employment can be obtained from the Fifth Circuit's Website, www.ca5.uscourts.gov.

Please include the Position Announcement # and Position Title in the Subject line of the email. Save your document in the following format: Last Name, First Name.

Failure to follow directions and/or submit a complete packet may disqualify you from consideration.

Information for Applicants:

- Only qualified applicants who submit complete applications will be considered for this position.
- Applicants must be United States citizens or [eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide copies of educational transcripts, diplomas, and professional certifications.
- The selected candidate must successfully complete a background investigation, including fingerprint and records check.

- All employees of the Judiciary are “at will” employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position, any of which actions may occur without any prior written or other notice.
- The United States Courts, Fifth Judicial Circuit, is an Equal Opportunity Employer.

Benefits:

The fringe benefits offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of service.
- 20 days paid annual leave per year after three years of service.
- 26 days paid annual leave per year after 15 years of service.
- 13 days paid sick leave per year.
- 11 paid holidays per year.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life, long-term disability, and long-term care insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (401k), with matching up to 5% of pay.
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit subsidy (subject to the availability of funds).
- Eligible employer for Public Service Loan Forgiveness Program.