



UNITED STATES COURT OF APPEALS, FIFTH CIRCUIT OFFICE OF THE CLERK

Chief Deputy Clerk

Announcement # 3-2026 (Amended 9/16/26)

Appointment: Permanent/Full-Time

Salary Range: JSP 17 (\$199,275 - \$209,600)

Depending on qualifications & experience

Open/Close Dates: August 21, 2026 - Until Filled

Fifth Circuit

The U. S. Court of Appeals is part of the federal judicial branch of government. The 94 U. S. judicial districts are organized into 12 regional circuits, each of which has a U. S. Court of Appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fifth Circuit was established by congress in 1891, and encompasses districts from Louisiana, Mississippi, and Texas.

Background Check

The Chief Deputy Clerk position is a highly sensitive position. As a condition of employment, the selected candidate must successfully complete a background check.

Position Overview

The Clerk's Office for the United States Fifth Circuit Court of Appeals in New Orleans is accepting applications for the position of Chief Deputy Clerk (Type II). The Chief Deputy Clerk is an alter ego to the Clerk of Court and assists in overseeing and managing all aspects of Clerk's Office operations.

The Chief Deputy Clerk reports directly to the Clerk of Court and is responsible for administrative and management functions including but not limited to: (1) overseeing all appeal processing and case management activities, ensuring records are maintained in compliance with established procedures and quality control standards; (2) managing the day-to-day administration of the Clerk's Office, including personnel, statistical reporting, automation, budget, and procurement; (3) developing organizational goals and objectives and establishing plans, priorities, and deadlines for completion of work; (4) conducting studies and performing special projects relating to the business of the court; and (5) acting for the Clerk in his absence.

Required Knowledge, Skills, and Abilities

- An undergraduate degree from an accredited college or university.
- A minimum of six years progressively responsible administrative, professional, or legal work experience in public service or business that provided a thorough knowledge of concepts, principles, policies, and theories of management and administrative processes.
- At least three of the six years of experience must be specialized experience in supervisory, managerial, or professional work that demonstrates proven skills in managing limited resources, excellent analytical skills, mature judgement, solid organizational management and problem-solving experience, strong employee-relation and interpersonal skills, and superior oral and written communication skills.
- Significant knowledge of office automation and demonstrated aptitude to learn the court's case management systems.
- Creativity and initiative.

Preferred Knowledge, Skills, and Abilities

- One or more post-graduate degrees in law, judicial or public administration, business, political science, or a related field are highly preferred.
- Experience in the federal judiciary or executive administration, including familiarity with budgetary, fiscal, personnel, procurement, and information technology issues.
- Admission to practice law before the highest court of a state, territory, commonwealth or possession of the United States.
- Complex case management experience and/or management experience in a federal court.
- Substantial professional experience as a practicing attorney, a federal law clerk, and/or a state appellate court law clerk.

Benefits

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

- 13 days paid vacation per year for the first three years of employment
- 20 days paid vacation per year after three years of employment
- 26 days paid vacation per year after 15 years of employment
- 13 days paid sick leave per year
- 11 paid Federal holidays per year (plus Mardi Gras)
- Paid Parental Leave
- Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401K plan with matching funds)
- Choice of Medical, dental, and vision plans
- Pretax flexible spending account programs
- Life insurance options
- Paid off-site parking, subject to availability of funds
- On-site exercise facility

When computing leave and retirement benefits, time in service with other federal agencies and certain prior military service may be considered. Additional information regarding federal judiciary benefits and compensation can be found at <http://www.uscourts.gov/careers/benefits>.

Additional Information

Only qualified applicants will be considered for this position.

Applicants must be United States citizens or lawful permanent residents seeking United States citizenship.

The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior notice.

This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case-by-case basis.

Funds are not available to support travel or relocation expenses.

Direct deposit of federal wages is required.

Employees serve under "Excepted Appointments" and are considered "at will" employees.

How to Apply

Qualified candidates interested in this position must submit a single PDF containing the following:

- Cover letter addressing all pertinent knowledge, skills, and abilities outlined above,
 - Resume detailing educational background, previous employment and salary history, and other relevant information,
 - Three professional references with contact information, and
 - A document addressing the following matters:
1. Describe your leadership and management philosophy. What formal education or training have you received in leadership? How would you characterize your leadership style? How do you motivate, reward, and discipline staff? Give one example of a serious personnel issue you resolved using these skills.
 2. What does an ideal relationship between a principal and an alter ego deputy look like? Have you ever served as a Chief Deputy (or equivalent senior-deputy role)? If so, describe that partnership. As Chief Deputy, how would you support the Clerk to ensure the office provides support to judges, the bar, and the public effectively?
 3. Which specific traits or skills do you bring that would make you a successful alter ego to the Clerk?
 4. Which parts of your background demonstrate your ability to interact with appellate judges, circuit and district court executives, Administrative Office of the U.S. Court's staff, other governmental agencies, and the public to accomplish the mission?

Additional information is available on the Fifth Circuit website, www.ca5.uscourts.gov. Application packages must be emailed to Clerk_HR@ca5.uscourts.gov referencing "**Chief Deputy Clerk 3-2026**" in the subject line. Applications that are not submitted as a single PDF or are incomplete will not be considered.