

# UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT Circuit Library



## Announcement 2025-06-USCA5LIB

<b>Position Title:</b>	<b>Library Technician</b>
<b>Position Type:</b>	<b>Full-time, 40 hours per week</b>
<b>Location:</b>	<b>New Orleans, LA (Headquarters)</b>
<b>Salary Grade/Range:</b>	<b>Court Personnel System Classification Level 25 (\$48,890 to \$79,443), depending on experience and qualifications.</b>
<b>Closing Date:</b>	<b>Position open until filled. This application deadline has been extended to Thursday, July 31, 2025.</b>

### OVERVIEW:

The Office of the Circuit Librarian is accepting applications from qualified applicants for the position of Library Technician 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 technical and administrative support within the Fifth Circuit Library system.
- Assist with purchase order processing and subscription renewals and act as payer for all types of purchase orders.
- Communicate with vendors; research and resolve outstanding orders and invoices; perform consignee and vendor account maintenance; and assist

- with maintenance of an acquisition filing system.
- Assess requests for goods and services; assist with requisition of supplies and services for all library staff.
- Assist with excess program for law books and furniture.
- Ensure adherence to the *Guide to Judiciary Policy* on procurement and disposal practices.
- Provide support to all library staff regarding general technical services procedures.
- Perform mail pick-up and processing.
- Other duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

- High school diploma or equivalent.
- One year of work experience in a library, office, or court 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.

#### **PREFERRED SKILLS:**

- Bachelor's degree from an accredited college or university.
- Two years of progressively responsible library experience.
- Self-motivated individual with ability to prioritize delegated tasks.
- Experience with an Integrated Library System. SIRS knowledge is a plus.
- Experience working with people at all levels.
- Ability to handle moderate to heavy physical activity, including lifting, pushing, and bending.

#### **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](mailto: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](http://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.