

UNITED STATES COURT OF APPEALS
FIFTH CIRCUIT



VACANCY ANNOUNCEMENT

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| <i>Position Title:</i> | Clerk of Court |
| <i>Location:</i> | New Orleans, LA |
| <i>Salary Range:</i> | \$150,533 - \$163,389 (2009 Salary Level JSP 17) depending on experience, salary, and qualifications |
| <i>Closing Date:</i> | October 30, 2009 |

The Judges of the United States Court of Appeals for the Fifth Circuit invite applications from qualified persons for the position of Clerk of Court. The Clerk of Court is the chief operating officer for the Clerk's Office and reports to the Chief Judge through a judge designee. The Clerk has full administrative responsibility for all aspects of Clerk's Office operations, including planning, organizing, and staffing, as well as financial, personnel, records, and case management. The Clerk's Office exercises delegated decision-making authority to act for the court on certain procedural motions, costs and fees. The Clerk's Office manages several operating expense allotments on behalf of the court.

The Clerk of the Court of Appeals is a statutory position, appointment to which is by the Court. The responsibilities of the position, under the supervision of the court, include but are not limited to the following:

- Conduct the business of the court, including case management, manual and electronic records maintenance, management of court calendars, statistical reporting, special studies, opinion publication and circulation, and management of electronic case filing system.
- Establishment and continuing maintenance of relationships with the district courts of the circuit and with the practicing Bar and governmental agencies having business before the court.
- As delegated by the court, under local rules, disposition of motions filed in cases before the court and determination of cost disputes as they arise.
- Interpretation of the Federal Rules of Appellate Procedure and the rules of the court and explanation of same to counsel, as well as implementation thereof.
- As requested, consultation with and recommendation to the court on matters affecting the court's business.
- Participation in the process of planning the annual circuit budget and forecasting personnel needs.

The successful candidates must have at a minimum a bachelor's degree in a related field from an accredited college or university. A master's degree, relevant post graduate certification, or a Juris Doctor (J.D.) degree is preferred and may be substituted for up to 2 years of professional experience.

In addition to the above educational requirement, a minimum of 10 years progressively responsible administrative experience in public service or business which provided a thorough understanding of organizational, procedural, and human aspects in managing an organization. This should be experience where the incumbent has gained a general understanding of court operations, the ability to lead with vision, the ability to sustain a high level of organizational excellence, the ability to develop and execute strategic plans, the ability to articulate management priorities, the ability to foster strong and effective working relationships, the ability to integrate current and future technologies, and the ability to analyze data. The overall experience must also include a minimum of 5 years of progressively responsible, successful, and substantial experience in a supervisory or management role.

Application may be made by sending 6 copies of a résumé and salary history to:

Mr. Gregory A. Nussel
Circuit Executive
United States Court of Appeals for the Fifth Circuit
600 Camp Street, Room 300
New Orleans, Louisiana 70130

This position is duty stationed at the court's headquarters in New Orleans, Louisiana. The court anticipates the Clerk's start date to be March 2010, so as to provide an overlap with the incumbent, who retires March 31, 2010.

The Fifth Circuit is composed of the states of Texas, Louisiana, and Mississippi. Appellate filings originate from those states and federal agencies. The court is the second largest Court of Appeals in the federal system, both in authorized judgeships and case filings, which numbered 7,634 appeals in 2008. The circuit court has seventeen active judgeships and six senior judges. At present, the court has one judgeship vacancy. The judges reside throughout the circuit.

The Clerk's Office has authorized staffing of 84. For additional information, visit www.ca5.uscourts.gov.

Benefits:

Employees of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service system, but the fringe benefits are similar. These 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 accrued per year

10 paid holidays per year, plus Mardi Gras day

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 (similar to 401k, with matching \$)

Pre-tax Flexible Spending Accounts (medical and dependent care)

Direct deposit of federal wages

The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or extend the closing date, any of which actions may occur without any prior written or other notice. The person selected will serve at the pleasure of the court.

**THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.
THE FIFTH CIRCUIT OF THE UNITED STATES COURT OF APPEALS IS AN EQUAL OPPORTUNITY EMPLOYER.**