

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT

Circuit Library



Announcement 2025-05-USCA5LIB

Position:	Library Technician
Position Type:	Full-time, 40 hours per week
Location:	Beaumont, Texas
Salary Grade/Range:	Court Personnel System Classification Level 25 (\$48,890 to \$79,443), depending on experience and qualifications.
Closing Date:	Position open until filled. Applications received by Friday, April 25, 2025, will receive priority consideration.

OVERVIEW:

The Office of the Circuit Librarian is accepting applications from qualified applicants for the position of Library Technician in the Beaumont Branch Library. This location supports the judges and court staff of the district and bankruptcy courts of the Eastern District of Texas and is open to members of the bar and public.

The primary mission of the Fifth Circuit Library System is to serve the information needs of all federal judges, chamber 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 circuit library system provides limited services to other federal agencies, state and local courts, the legal community, and the public.

REPRESENTATIVE DUTIES:

- Address, primarily, the technical services side of working in a law library, such as processing book mail, checking-in material within an Integrated Library System (SIRSI), and updating material in the physical library and select offices in the building.
- Serve as the stacks manager for the physical library, which includes space planning and shifting material.
- Track and document the use of library materials.
- Track and document library items in circulation.

- Communicate with vendors to research and resolve outstanding issues with subscriptions.
- Provide answers to ready reference-type questions should a librarian not be available.
- Perform other duties and projects as assigned.

REQUIRED QUALIFICATIONS:

- Minimum of one year working in a library setting, especially in the technical services area.
- Proficiency with Microsoft applications, such as Word, Excel, Outlook, and Teams. In addition, working knowledge of Adobe Acrobat helpful.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Excellent analytical skills.
- Self-motivated individual with ability to prioritize delegated tasks.
- Excellent customer service skills, a professional demeanor, and a demonstrated ability to work as part of a team.
- Must be able to lift to 40 lbs. and push/pull a cart loaded with books.

PREFERRED SKILLS:

- Bachelor's degree from an accredited college or university.
- Two years of law library experience.
- Experience with an Integrated Library System. SIRSI knowledge is a plus.
- Experience working with people at all levels; effective oral and written communication skills.

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 (similar to 401(k), 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.