

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT



Announcement # 2025-08

Position Title:	Circuit Librarian
Location:	New Orleans, Louisiana
Salary Grade/Range:	JSP 15-16 (\$146,481 - \$223,334 per annum) depending on experience and qualifications
Closing Date:	Wednesday, May 14, 2025

Overview:

The Judges of the United States Court of Appeals for the Fifth Circuit invite applications from qualified persons for the position of Circuit Librarian. The Circuit Librarian is responsible for the administration of the Fifth Circuit Library System and related services for the United States Court of Appeals for the Fifth Circuit.

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

The Circuit Librarian manages the operation of all library locations and is responsible for long-range strategic planning, policy development and implementation, budget oversight, human resource management, library automation, acquisition of legal subscriptions and publications, development and delivery of electronic tools and resources, planning and managing of library space and facilities, and overseeing the provision of legal research in all information formats and the training of library users in all research sources.

As a unit executive of the court of appeals, the Circuit Librarian also participates in making upper-level policy and management decisions involving library operations and employees.

Qualifications:

An applicant must have an M.L.S./M.L.I.S. from an ALA-accredited program. A J.D. from an ABA-accredited law school is desirable but not required. The position requires a minimum of three years of specialized experience that provided an opportunity to acquire a thorough knowledge of the basic principles, policies, practices, and theories of supervisory library management. At least ten years of legal library experience, with demonstrated management and supervisory skills in public service or business which provided a thorough understanding of organizational, procedural, and human aspects in managing a complex organization, is preferred. A comprehensive understanding of library operations and management concepts is essential, including experience using an integrated library system (such as SIRSI), Westlaw, Lexis, and Bloomberg Law. Additional desirable qualifications include specialized education in public or judicial administration, training in court management, knowledge of automated systems, analytical skills, polished oral and written communication skills, creativity, and initiative.

Application Procedure:

Qualified candidates should submit a cover letter, resume, salary history, and three professional references, by **Wednesday, May 14, 2025**, via email (as a single PDF only) to:

court_vacancy@ca5.uscourts.gov

The Court anticipates that the Circuit Librarian will enter on duty in August 2025 to provide a brief overlap with the incumbent, who retires at the end of September 2025.

Information for Applicants:

Applicants must be U.S. citizens or [meet the requirements under current law](#) for working in the U.S. Funding is not available to support interviewee travel expenses. Positions with the U.S. Courts are excepted service appointments and “at will.” The initial appointment is provisional and contingent upon the satisfactory completion of a background investigation. Although not civil service employees, federal court employees share in most of the federal fringe benefit programs, including paid annual and sick leave, 11 paid federal holidays, health insurance, and life insurance, with optional vision and dental, flexible spending account program, federal retirement, and the Thrift Savings Plan (similar to a 401K plan). Relocation reimbursement may be available in some instances. Direct deposit of pay is required. The court also reserves the right to modify the conditions of this job, withdraw the job announcement, or to fill the position, any of which actions may occur without any prior written or other notice.

The Fifth Circuit is an Equal Opportunity Employer.