



United States Courts of the District of Columbia Circuit

Career Opportunity

Associate Circuit Librarian

Announcement #:	USCA 21-01
Location:	Washington, D.C.
Grade/Salary:	CL-29 (\$82,928-\$134,833) to CL-30 (\$98,010-\$159,310). Salary is commensurate with experience and qualifications.
Opening Date:	February 22, 2021
Closing Date:	Open until filled. To ensure consideration, please submit documents by March 22, 2021.

Position Overview

The Associate Circuit Librarian performs professional and supervisory work related to the administration and operational management within the circuit library system. The incumbent ensures comprehensive access to legal research and resources for judges, judicial staff, and both internal and external clientele. The Associate Circuit Librarian assists the Circuit Librarian in the administrative and operational functions related to the management of the library program in the D.C. Circuit, including the compliance with internal controls, government requirements, regulations, and policies. The Circuit Library serves the judges, law clerks, and court executives for the U.S. Court of Appeals, the U.S. District Court, U.S. Bankruptcy Court, and appellate offices. This is a full-time, permanent position.

Representative Duties

- Develops, markets, and evaluates library programs; establishes internal operating policies and procedures in consultation with the Circuit Librarian; implements procedures and methods associated with these policies,
- Assists with the daily operation of the library and assists with supervision of library staff.
- Designs and maintains the circuit library's intranet presence.

- Supervises and maintains the ILS (Integrated Library Services) system, including ensuring data integrity, troubleshooting system errors, and generating reports as requested by the Circuit Librarian or the Administrative Office of the U.S. Courts.
- Assists with training court staff in the use of the library's digital research resources.
- Performs legal and non-legal research for judges, law clerks, unit executives, and other court personnel.
- Reviews and establishes cataloging and classification policies.
- Serves on one or more national committees in support of the national library program, which exist to provide advice on the national program's initiatives and policies.

Required Qualifications

- CL-29: Applicants must have an MLS/MLIS from an ALA accredited library school and a minimum of three years of progressively responsible and successful law library experience, including at least one year equivalent to work at CL-28.
- CL-30: Applicants must have an MLS/MLIS from an ALA accredited library school and a minimum of five years of progressively responsible and successful law library experience, including at least one year equivalent to work at CL-29.
- A comprehensive understanding of library operations and systems, including OCLC and SirsiDynix ILS or a similar system.
- Knowledge of legal research resources and proficiency in legal research utilizing print, Westlaw, Lexis, Bloomberg Law, and other digital resources.
- Excellent analytical skill, oral and written communication skills, strong interpersonal skills, and a committed customer-service orientation.
- Effective training skills, utilizing both virtual programs and in-person training techniques.
- Experience working with web design and electronic publishing software.

Desirable Qualifications

- A JD from an ABA accredited law school.

Conditions of Employment

Applicants must be a United States citizen or eligible to work in the United States. Employees of the federal courts are excepted service appointments. Excepted service appointments are "at will" and may be terminated with or without good cause by the Court. All applicant information is subject to verification. The candidate selected for the position will be hired provisionally pending the results of a background investigation. Direct deposit of pay is required. Information about benefits is available at www.uscourts.gov/careers/benefits.

Application Process

Submit by e-mail to the Circuit Librarian, a cover letter and a detailed resume. Email a single PDF attachment sent to VacancyAssociateCircuitLibrarian@cadc.uscourts.gov with the job announcement number in the subject line of the email. Because of the anticipated large volume of applications, only those candidates who will be interviewed will be contacted. Position is open until filled, but preference will be given to resumes received by March 22, 2021.

The United States Court of Appeals for the District of Columbia Circuit is an Equal Opportunity Employer