

# Office of the Circuit Librarian

## United States Court of Appeals for the Ninth Circuit

### Job Announcement: #2012-1-USCA9Lib

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| Position:      | <b>Librarian - Pasadena Branch Library</b><br>Court Personnel System Classification Level: CL-28.                                     |
| Position Type: | Full-time, 40 hours per week.   |
| Salary Range:  | \$61,294 - \$76,644: starting salary range, based on experience and qualifications.<br>\$61,294 - \$99,671: full annual salary range. |
| Closing Date:  | Consideration of applications begins on March 1; position open until filled.  |
| Location:      | Pasadena, California.   |

### **APPLICATION PROCESS**

- For an application form and additional information, please visit the Employment page on our website at: [www.LB9.uscourts.gov](http://www.LB9.uscourts.gov).
- Applicants selected to proceed to the next phase of the recruitment process will be contacted. Once an applicant has been selected for the position, all applicants will receive notification.

### **REPRESENTATIVE DUTIES**

- Using print and electronic sources, performs legal and non-legal research and reference services for judges and their staffs, other court personnel, members of the Bar, and the general public.
- Provides education and training to court staff on Lexis, Westlaw, the Internet and other research sources; develops training tools, library promotional materials, and research guides.
- Performs all required acquisitions functions for library, chambers, and other court offices.
- Catalogs library collection.
- Manages budget for collections and library operations.
- Supervises professional and/or technical staff.
- Works as a team member in coordinating services with other branch libraries.
- Performs interlibrary loan transactions for court personnel.
- Represents the Ninth Circuit library system at local, regional, or national meetings.

### **REQUIRED QUALIFICATIONS**

- M.L.S. degree or equivalent from an ALA-accredited library school.
- One year of library experience equivalent to work at a CL-27 level.
- Ability to travel as needed.
- Applicant must be a United States citizen or eligible to work for the federal government.

## **PREFERRED QUALIFICATIONS AND SKILLS**

- Two years of law library experience equivalent to work at a CL-27 level or above.
- Demonstrated skills in reference and legal research using print and electronic resources.
- Ability to prioritize demands from multiple judges and/or attorneys.
- Experience with an Integrated Library System.
- Skill in the use of Windows-based personal computers and basic office applications software.
- Skill in the development of web-based delivery systems and other electronic information delivery services (SharePoint preferred).
- Working knowledge of the principles and standards of cataloging and classification.
- Practical experience in acquisitions, cataloging, and technical services.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Experience supervising and/or working with people at all levels.
- Effective oral and written communication skills.
- Ability to handle occasional moderate to heavy physical activity.

## **BENEFITS AND OTHER INFORMATION**

Federal court employees are not included in the government's civil service classification; however, they are entitled to the same benefits as other federal employees and some additional benefits. These include: paid annual and sick leave; automatic enrollment in a retirement plan and in direct deposit of earnings; and optional enrollment in health benefits, life insurance, dental insurance, vision insurance, tax-deferred savings, long-term care insurance, and long-term disability insurance programs.

This position has promotion potential to CL-29 within the Ninth Circuit Library system without competition.

The Ninth Circuit Library reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

In the event a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the Circuit Librarian may elect to select the next top rated candidate from those who applied for the initial announcement without re-posting the position.

The applicant selected for this position is subject to a background check which includes fingerprinting.

**The Court of Appeals is an Equal Opportunity Employer**

## SUMMARY OF EMPLOYEE BENEFITS

**Employees of the United States Courts are not covered by the Office of Personnel Management's civil service classifications or regulations. However, they are entitled to the same benefits as other federal government employees. For full-time employees some of these benefits are:**

- **Annual (vacation) leave** – Accrual of up to 13 days of paid vacation per year for the first three years of employment; thereafter, 20 or 26 days per year dependent upon length of federal service. The maximum number of hours to be carried over into the next leave year is 240 for every employee. Accrual formula per full leave period in pay status (two weeks):
  - 4 hours earned for less than 3 years of federal employment;
  - 6 hours earned for 3 years up to 15 years of service;
  - 8 hours earned for 15 or more years of federal service.
- **Sick leave** – Accrual of up to 13 days of paid sick leave per year. Accrual formula is 4 hours of sick leave earned for every full leave period in pay status (two weeks) with no maximum on the number of hours accrued. Sick leave benefits include components for Family Friendly Leave and the Family Medical Leave Act.
- Mandatory participation in the **federal retirement program** and/or **social security retirement** program.
- Optional enrollment in a federal employees **health insurance** program with a government contribution.
- Optional enrollment in a federal employees group **life insurance** program with a government contribution.
- Optional enrollment in the **Thrift Savings Plan (TSP)** with before-tax savings and tax-deferred investment earnings. The TSP is similar to 401k plans and entitles eligible employees to a 1% automatic government contribution. Eligible employees receive government matching for employee contributions of up to 5%.
- A minimum of 10 paid federal **holidays** per year.
- Scheduled **“Within Level” increases** (based on satisfactory performance).
- Time in service for current or former employees of other federal agencies, as well as time for military service, will be taken into consideration when computing employee benefits.
- Mandatory electronic deposit of salary payment.

**In addition, the Federal Judiciary offers supplemental benefits to its eligible employees (eligibility requirements vary):**

- Optional enrollment in an employee-paid group **dental and vision insurance** program.
- Optional enrollment in an employee-paid group **long-term disability insurance** program.
- Optional enrollment in an employee-paid group **long-term care insurance** program.
- Optional enrollment in a **flexible benefits** program (before-tax savings plans), including:
  - a Premium Payment Plan (for health insurance premiums);
  - a Health Care Reimbursement flexible spending account;
  - a Dependent Care Reimbursement flexible spending account.
- Optional enrollment in a **commuter reimbursement** program (before-tax savings plans) for mass transit and parking (and/or a transit subsidy program).
- Access to an **Employee Assistance Program (EAP)**.

The Ninth Circuit Library serves the judges and staff of the U.S. Courts in the Ninth Circuit Court of Appeals. The Ninth Circuit, headquartered in San Francisco, is the largest federal circuit court in the United States and has jurisdiction over nine western states, Guam, and the Northern Mariana Islands. The Ninth Circuit Library System consists of the headquarters library in San Francisco, 20 staffed branch libraries and numerous non-staffed library locations throughout the system.