Office of the Circuit Librarian
United States Court of Appeals for the Ninth Circuit

Job Announcement: #2012-2-USCA9Lib

Position:	**Assistant Librarian - Los Angeles Branch Library** Court Personnel System Classification Level: CL-27.
Position Type:	Temporary, not to exceed September 28, 2012. Full-time, 40 hours per week.
Pay Range:	$24.60/hour - $30.74/hour (expected starting range); $24.60/hour - $39.96/hour (full range)
Closing Date:	Consideration of applications begins on February 24; position open until filled.
Location:	Los Angeles, California.

REPRESENTATIVE DUTIES

- Using print and electronic sources, performs legal and non-legal reference and research services for judges, court personnel, branch libraries, and other library users.
- Provides education and training to court staff on Lexis, Westlaw, the Internet, and print research sources.
- Performs back-up duties in the absence of other library staff as needed.
- Other duties and projects as assigned.

REQUIRED QUALIFICATIONS

- M.L.S. degree or equivalent from an ALA-accredited library school.
- Applicant must be a United States citizen or eligible to work for the federal government.

PREFERRED QUALIFICATIONS AND SKILLS

- Three years of library work experience with at least one year in a law library setting.
- Demonstrated skills in reference and legal research using print and electronic resources.
- Skill in the development of web-based and other electronic information delivery services (SharePoint preferred).
- Demonstrated ability to multi-task and perform functions requiring a high degree of accuracy and careful attention to detail.
- Experience working with people at all professional levels; effective oral and written communication skills.
- Ability to handle occasional moderate to heavy physical activity.

APPLICATION PROCESS

- For an application form and additional information, please visit the Employment page on our website at: 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.

BENEFITS AND OTHER INFORMATION

Paid annual leave and sick leave hours will accrue.

Enrollment in direct deposit of earnings is required.

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.

An extension of this temporary appointment, or conversion to a permanent appointment, may be offered without competition.

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

The Court of Appeals is an Equal Opportunity Employer