

# Office of the Circuit Librarian - Ninth Circuit Library United States Court of Appeals

## *Job Announcement - #2012-8-USCA9Lib*

Position:	<b>Librarian - Tucson Branch Library</b> Court Personnel System Classification Level: CL 28.
Position Type:	Full-time, 40 hours per week.
Salary Range:	\$55,027 - \$68,809 (expected starting salary range) \$55,027 - \$89,481 (full annual salary range)
Closing Date:	Consideration of applications begins on August 27; position open until filled.
Location:	Tucson, Arizona.

### **REPRESENTATIVE DUTIES**

- Using electronic and print sources, performs legal and non-legal research and reference services for judges, court personnel, branch libraries, and other library users.
- Works as a team member in development of web-based and other electronic information delivery services.
- Provides education and training to court staff on Lexis, Westlaw, the Internet, and other research sources.
- Develops training materials, library promotional materials, and research guides.
- Develops collection; performs all required acquisitions functions for library and chambers collections; catalogs library collection; manages budget for collections and library operations.
- Works as a team member in coordinating services with the Phoenix library and other branch libraries throughout the circuit.
- Performs interlibrary loan transactions for court personnel.
- Other duties and projects as assigned.

### **REQUIRED QUALIFICATIONS**

- M.L.S. degree (or equivalent) from an ALA-accredited library school.
- One year of professional law library experience.
- Skill in the use of Windows-based personal computers and basic office applications software.
- Ability to travel to court locations within the District of Arizona and the circuit.
- Ability to handle occasional moderate to heavy physical activity.
- Applicant must be a United States citizen or eligible to work for the federal government.

## **PREFERRED QUALIFICATIONS AND SKILLS**

- Demonstrated skills in reference and legal research using electronic and print resources.
- Experience with an Integrated Library System.
- Experience in the development of SharePoint and/or other web-based information delivery services.
- Working knowledge of the principles and standards of cataloging and classification.
- Practical experience in acquisitions, cataloging, and technical services.
- J.D. degree.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Ability to work as a solo librarian and to prioritize demands from multiple users.
- Experience working with people at all levels; effective oral and written communication skills.

## **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).

## **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.

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**