

Office of the Circuit Librarian

United States Court of Appeals for the Ninth Circuit

Job Announcement: #2012-9-USCA9Lib

Position:	Assistant Librarian - San Francisco Court of Appeals Library Court Personnel System Classification Level: CL-27.
Position Type:	Full-time, 40 hours per week.
Pay Range:	\$54,372 - \$67,963 (expected starting salary range) \$54,372 - \$88,349 (full annual salary range)
Closing Date:	Consideration of applications begins on September 24; position open until filled.
Location:	San Francisco, California.

APPLICATION PROCESS

- For an application form and additional requirements, 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.

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.
- Works as a team member in development of web-based and other electronic information delivery services.
- Assists in the development of training and research guides.
- Assists in collection development.
- Performs interlibrary loan transactions for court personnel.
- May lead or mentor other staff and/or interns on a specific project or temporary basis.
- 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.
- Practical experience in training and outreach to library patrons.
- Skill in the development of web-based and other electronic information delivery services (SharePoint preferred).
- Experience with an Integrated Library System (Sirsi Symphony 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.

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.

This position has promotion potential to CL-28 within the Ninth Circuit Library system without competition.

The Court of Appeals is an Equal Opportunity Employer