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

Job Announcement Number 2014-1-USCA9Lib

Position:	**Librarian - Honolulu Branch Library** Court Personnel System Classification Level: CL-27 or CL-28. For CL-27: promotion potential to CL-28 without competition (within the Ninth Circuit Library system).
Position Type:	Full-time, 40 hours per week.
Salary Range:	For CL-27: $47,319 - $59,175 (expected starting salary range) $47,319 - $76,960 (full annual salary range) For CL-28: $56,723 - $70,928 (expected starting salary range) $56,723 - $92,235 (full annual salary range) + 12.25% (current percentage) Cost of Living Allowance for Honolulu
Consideration Date:	Consideration of applications begins on April 8; position open until filled.
Location:	Honolulu, Hawaii.

APPLICATION PROCESS

For an application form and additional information, please visit the Employment page on our website at: www.ca9.uscourts.gov/library/employment/.

Note: When the selection process is completed, all applicants will receive notification.

REQUIRED QUALIFICATIONS

- M.L.S. degree (or equivalent) from an ALA-accredited library school.
- For CL-28: One year of professional law library experience. (Work performed at the CL-28 level is more complex and requires more independent responsibility.)
- Ability to travel to court locations within 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.

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.
- Works as a team member in development of web-based and other electronic information delivery services with other branch libraries.
- 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.
- For CL-27: Assists in collection development as well as acquisitions and /or cataloging.
- For CL-28: Develops collection; performs all required acquisitions and cataloging functions for library.
- Manages budget for collections and library operations.
- Supervises technical staff.
- Assists with maintenance of remote collections in Guam and Saipan.
- Performs interlibrary loan transactions for court personnel.
- Represents the Ninth Circuit library system at local, regional, or national meetings.
- Other duties and projects as assigned.

PREFERRED QUALIFICATIONS AND SKILLS

- For CL-27: One year of law library experience.
- For CL-28: 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.
- Experience with an Integrated Library System.
- Experience in the development of SharePoint and/or other web-based information delivery services.
- J.D. degree.
- 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 working with people at all levels; effective oral and written communication skills.

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