

Office of the Circuit Librarian

United States Court of Appeals for the Ninth Circuit

Job Announcement #2017-3-USCA9Lib

**Position:** Librarian - San Jose Branch Library

**Position Type:** Full-time, 40 hours per week

**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.

**Salary range for CL-27:**

\$57,845 - \$72,303 (expected starting range);

\$57,845 - \$93,990 (full range)

**Salary range for CL-28:**

\$69,320 - \$86,663 (expected starting range);

\$69,320 - \$112,678 (full range)

**Closing Date:**

Consideration of applications begins on October 6, 2017; position open until filled.

**Location:** San Jose, California

#### **REPRESENTATIVE DUTIES**

- Using print and electronic 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 WestlawNext, Lexis Advance, Bloomberg Law, and other research sources.
- Develops training materials, 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 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 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.
- For CL-27: One year of related specialized experience.
- For CL-28: One year of professional law library experience equivalent to a CL-27. (Work performed at the CL-28 level is more complex and requires more independent responsibility.)
- Ability to travel to court locations within the District of Northern California 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**

- Two years of professional law library experience.
- Demonstrated skills in reference and legal research.
- Experience with an Integrated Library System.
- Experience in the development of SharePoint or other web-based information delivery services.
- J.D. degree.
- Practical experience in acquisitions, cataloging, and technical services.
- 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 application requirements and additional information, please visit the Employment page on our website at: <http://www.ca9.uscourts.gov/library/employment/>.

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

## **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, and long-term care 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.

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

The Court of Appeals is an Equal Opportunity Employer.