



[Job Openings](#) Library Assistant

[Apply To Position](#)

\$61,119 - \$99,314 (CL 25) with promotion potential to CL-26

Location: San Francisco, CA

Position Overview

The Ninth Circuit Library system serves all the federal courts within the jurisdiction of the Ninth Circuit, including more than 400 judges in the Circuit, district, and bankruptcy courts. The Library system includes a headquarters library in San Francisco and approximately 20 staffed branch locations.

The Library Assistant is based at the Ninth Circuit Headquarters Library at the James R. Browning U.S. Courthouse in San Francisco, CA. The position assists with library operations, including both public and technical library services. The Library Assistant will work to maintain print and archival collections and participate in public service and outreach efforts, including staffing the library service desk and creating library displays. In addition, the successful candidate will support other branches and circuit library administration. This support may include regularly traveling to other library locations within the Ninth Circuit to assist with collection maintenance and to provide public services support, providing remote technical services support for other library locations, and participating in systemwide library projects or initiatives.

Representative Duties

- Library stack maintenance, including lifting, shelving, shifting, and discarding books and shelf-reading
- Process newspapers, periodicals, new books, and other library materials (checking in, filing, etc.)
- Maintain the library reading room, including creation of displays and exhibits
- Assist with Library database password management (Westlaw, Lexis, etc.)
- Staff the library service desk
- Provide resource assistance to library visitors

- Assist with basic research and other services to court staff
- Facilitate interlibrary loans, including conducting online searches to arrange for interlibrary loans
- Support archival collections, which may include organizing and maintaining the physical collection, create finding aids, assist with digitization efforts, and other archives related duties
- Assist with developing and contributing to newsletters and the library blog
- Regular travel to other Ninth Circuit Library locations
- Communicate professionally and with decorum to court staff and non-court staff visitors
- Other duties and projects as assigned

Required Qualifications

- Associate's Degree from an accredited institution or equivalent
- Two years of library, legal, or government experience
- Familiarity with library call number systems of organization
- Effective oral and written communication skills
- Ability to work independently and in a team environment; demonstrated, proactive, problem-solving approach and critical thinking skills; excellent communication and interpersonal skills; strong customer service ethic; ability to understand and apply established rules and procedures; flexibility; strong organizational skills; and attention to detail
- Resourcefulness and ability to devise creative solutions to problems
- Ability to handle moderate to heavy physical activity, including lifting, pushing, and bending
- Ability to travel approximately once a month

Preferred Qualifications

- Two years of progressively responsible library experience
- Law library experience
- Familiarity with Library of Congress Call Number system
- Bachelor's Degree from an accredited college or university
- Experience with an Integrated Library System, SIRSI preferred

Total Rewards

- Salary: depending on qualifications and experience
- Time off: 13 days of paid vacation for the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 11 paid holidays
- Benefits:

- Federal pension plan and optional employer-matching Thrift Savings Plan (similar to a 401K)
- Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage
- Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars
- Other Perks: Eligibility for Public Service Loan Forgiveness Program, public transit subsidy, alternate work schedules, and reasonable work hours

How to Apply and Required Documents

Please submit a **single PDF** file through the Court's [Career Portal](#) that includes:

- (1) cover letter,
- (2) resume, and
- (3) at least three references

Only complete applications will be considered.

Next Steps

- Priority given to applications received by July 25, 2025
- Position open until filled

Conditions of Employment

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Direct deposit of pay required.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, for any reason including, but not limited to, budgetary issues. Said modifications may occur without prior written or other notice.

Equity Focused Employer

We value diversity and are committed to equity and inclusion in our workplace. The 9th Circuit encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.