



### **Library Assistant**

**\$61,707 - \$100,341 (CL 25)** with promotion potential to CL-26

**San Francisco, CA**

### **Position Overview**

The Ninth Circuit Court Libraries are currently accepting applications for a Library Assistant in our San Francisco District Court location.

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 in the Phillip Burton Federal Building and U.S. Courthouse in San Francisco, California and assists the San Francisco District Branch Librarians with library operations, including both public and technical library services. Under the direction of the Branch Librarian, the Library Assistant will manage maintenance of the library's print collection and will also serve as a point of contact for judges and court staff as well as for other library visitors. Library personnel at the San Francisco District Branch also maintain the San Jose Branch Library and a reading room in Oakland. Accordingly, the successful candidate will regularly travel to San Jose and Oakland and occasionally travel to other library locations within the Ninth Circuit to assist with collection maintenance and to provide additional support.

### **Representative Duties**

- Provide print and electronic resource assistance
- Library stack maintenance, including lifting, shelving, shifting, and discarding books and shelf-reading
- Process new books and library materials (checking in, filing, etc.)
- Assist with Library database password management (Westlaw, Lexis, etc.)
- Assist with basic research and other services
- Facilitate interlibrary loans, including conducting online searches to arrange for interlibrary loans
- Maintain the library space, including possible creation of displays and exhibits
- Assist with coordinating and hosting library events

- Assist in maintaining the branch website and updating court directories
- Communicate professionally and with decorum to court staff and non-court staff visitors
- Possible work developing and publishing internal newsletters
- Regular travel to San Jose and Oakland and occasional travel to other Ninth Circuit Library locations
- Other duties and projects as assigned

#### **Required Qualifications**

- High School Diploma or equivalent
- Two years of library, legal, or customer facing 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 in state regularly and out-of-state occasionally

#### **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
- Experience with LibGuides, WordPress, or other content management systems

#### **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 May 17, 2026
- 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 9<sup>th</sup> 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.