



Third Circuit Libraries

Notice of Temporary Position Vacancy

The Third Circuit Court of Appeals Library is currently accepting applications for a *full-time temporary* position of Assistant Librarian. This position will be filled as permitted by current budgetary constraints. The term of this appointment will not exceed September 30, 2014.

Position Title: Assistant Librarian
Location: Library of the U.S. Courts
Salary Range: CL 27 (\$49,464 - \$61,857)
Closing Date: Open Until Filled

Position Overview: The Assistant Librarian with a team mindset will support the mission of the law library. The primary responsibilities include day to day library functions such as providing research and reference services to judges and other court personnel using both print and online research methods; providing ILL; photocopying; scanning; circulation and routing of materials. This assignment will also include participation in a shelf list reading project for the headquarters library; data entry of archived URL's from Court of Appeals non-precedential opinions into a Drupal database and other administrative duties and responsibilities as assigned.

Requirements: Master's degree in Library Science (MLS) from an ALA accredited school. Minimum of one year library experience preferred. A working knowledge of various online databases and internet is preferable. Experience in word processing and spreadsheet programs required. Ability to work in a team oriented service environment.

Application Procedure: Send a resume and cover letter either by e-mail, fax or regular mail to the following:

Third Circuit Libraries
Attn: Administrative Librarian
1609 U.S. Courthouse
601 Market Street
Philadelphia, PA 19106

Email: circuit_library_position@ca3.uscourts.gov
Fax: 267-299-5110

BENEFITS AND OTHER INFORMATION

Federal court employees are not included in the government's civil service classification. The Judiciary has its own personnel system and salary plan. Benefits include paid annual and sick leave; automatic enrollment in a retirement plan; direct deposit of earnings; optional enrollment in health benefits, life insurance, tax-deferred savings, long-term care, and long-term disability programs. As a condition of employment, background checks or investigations are mandatory for all new employees who are appointed to positions in the federal courts.

The Court of Appeals is an Equal Opportunity Employer