



Notice of Position Vacancy

The Third Circuit Court of Appeals Library is currently accepting applications for a temporary position of Library Clerk.

Position Title: Library Clerk (#02-18-USCA3LIB)
Location: Philadelphia, PA
Salary Range: CL 23 (\$17.17 – \$21.47 per hour) depending upon experience
Position Type: Short term temporary; full time until October 26, 2018
Closing Date: Open until filled

The library clerk will be expected to work independently and as part of a team to support the mission of the Third Circuit Libraries. The primary responsibilities will include shelf reading; loose leaf filing of library materials; answering phones and greeting patrons of the library; Scan, copy and file documents and locate requested files and documents. Transition administrative files to electronic via scanning. Other duties and responsibilities as needed.

Requirements:

- Two years' experience in a clerical or administrative environment; or
- two academic years college education (60 credits)
- Experience with scanners and file management
- Ability to work independently and as part of a team
- Oral and written communication skills
- Attention to detail and organizational skills

Application Procedure: Send a resume, writing sample (2-5 pages) and cover letter to:
circuit_library_position@ca3.uscourts.gov

All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States.

Background Check: Employees will be hired provisionally pending the results of a background investigation and fingerprinting.

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; and direct deposit of earnings.

The Third Circuit Library reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

An extension of this temporary appointment, or conversion to a permanent appointment, may be offered without competition.

The Court of Appeals is an Equal Opportunity Employer