



Notice of Position Vacancy

The Third Circuit Court of Appeals Library is currently accepting applications for a *full-time permanent* position of Assistant Librarian. Persons interested in applying for this position should submit a cover letter and resume by December 30, 2015.

Position Title:	Assistant Librarian
Location:	Library of the U.S. Courts; Philadelphia, PA
Starting Salary Range:	CL 27(\$49,996 – \$62,476) <i>Depending on qualifications</i>
Closing Date:	Open Until Filled

Representative Duties

The Assistant Librarian with a team mindset will support the mission of the law library. The primary responsibilities include:

- Providing research, reference and current awareness services for court legal researchers
- Assisting in the design, development and delivery of education and training programs for court researchers, including preparing online videos
- Assisting in developing effective information delivery methods for licensed digital products
- Assisting in digitally authenticating, organizing and preserving materials of historical significance to the Third Circuit
- Staying current with new information sources and emerging technologies

Required Qualifications

- M.L.S. degree or equivalent from an ALA accredited school of library or information science
- Skill in using various office software products including word processing, spreadsheets, email and Adobe
- Strong legal research and digital skills; excellent analytical, written and oral communication skills
- Ability to manifest the highest degree of professionalism, discretion and tact at all times due to the substantial amount of interpersonal communication necessary to fulfill the duties and responsibilities of the position
- Ability to handle occasional moderate to heavy physical activity
- Ability to travel if necessary for training or branch assistance
- Applicant must be a United States citizen or eligible to work for the federal government

Preferred Skills and Qualifications

- At least one year of library experience
- Experience using WestlawNext, LexisNexis Advance and BloombergLaw software
- Experience building digital databases including digitizing of original materials, preparation of metadata, and interface design
- Skill in developing training plans and conducting training sessions
- Skill in using integrated library system, preferably SirsiDynix
- Experience working with archival collections including non-textual formats such as photographs, audio and video.

- JD preferred

Application Procedure: Send a resume and cover letter to: circuit_library_position@ca3.uscourts.gov

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

Employee Benefits

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

Paid Vacation	From 13 to 26 days per year depending on length of federal service
Paid Holidays	10 days per year
Health Insurance	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
Dental/Vision Insurance	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.
Life Insurance	Employees may participate in the Federal Employees Group Life Insurance Program (FGLI)
Flexible Benefits	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes(1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-tax or after-tax, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
Long Term Care Insurance	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care, and caregiver benefit. Spouses, parents, parents in law, grandparents, and grandparents in law are also eligible.
Within Level Salary Increases	Within each salary classification level there are 61 'steps'. Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
Time in Service	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
Retirement	Newly hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Retirement System, to which the government also contributes. Of that 12.05%, 6.2 % goes to social security, 1.45 goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan (similar to 401K plans). Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

The Court of Appeals is an Equal Opportunity Employer