Notice of Position Vacancy

The Third Circuit Court of Appeals Library is currently accepting applications for a *part time* (20 hours per week) librarian position located in Harrisburg, PA.

Position Title: Librarian (#02-17-USCA3LIB)

Location: Library of the U.S. Courts, Harrisburg, PA

Starting Salary: $24,204 - $30,254, depending upon experience

Position Type: Part time, 20 hours per week

Closing Date: Open Until Filled

Position Overview: The Libraries of the U.S. Courts for the Third Circuit include a headquarters library and nine branch libraries located in Pennsylvania, New Jersey, Delaware, and the U.S. Virgin Islands. This position is located within the Harrisburg Branch Library and is the only library staff position at that location. The incumbent administers the branch library and provides a variety of research support services to chambers in Harrisburg.

Representative Duties

- Using electronic and print sources, performs legal and non-legal research and reference services for judges, court personnel, branch libraries, and other library-users.
- Works as a team member in development of web-based and other electronic information delivery services and publications.
- Provides education and training to court staff on Lexis, Westlaw, Bloomberg Law, the Internet, and other research sources.
- Develops training materials, library promotional materials, and research guides.
- Develops collection; performs all required acquisition functions for library and chambers collections.
- Work on local, circuit-wide, and national committees to improve best practices and achieve strategic goals
- Performs interlibrary loan transactions for court personnel.
- Stays current with new information sources and emerging technologies.
- Other duties as assigned.

Required Qualifications

- M.L.S. degree from an ALA accredited library school.
- Excellent oral and written communication skills.

- Skill in the use of Microsoft Office software and basic office applications software.
- Ability to travel.
- Ability to handle occasional moderate to heavy physical activity.
- Applicant must be a United States citizen or eligible to work for the federal government.

Preferred Qualifications and Skills

- One year of professional library experience.
- Demonstrated skills in reference and legal research using electronic and print resources.
- Experience with an Integrated Library System.
- Experience providing presentations and training.
- Working knowledge of the principles and standards of cataloging and classification.
- Practical experience in acquisitions and technical services.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Ability to work as a solo librarian and to prioritize demands from multiple users.
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Application Procedure: Send a resume, cover letter, and writing sample (2 -5 pages on topic related to information science) to: circuit_library_position@ca3.uscourts.gov

Background Check: As a condition of employment, background checks or investigations are now mandatory for all new employees who are appointed to positions in the federal courts. 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; automatic enrollment in a retirement plan and in direct deposit of earnings; optional enrollment in health benefits, life insurance, dental insurance, vision insurance, tax deferred savings and long term care programs.

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.

Position is eligible for promotion within librarian benchmarks or conversion to full-time status without further competition.

The Court of Appeals is an Equal Opportunity Employer