

Position Title: Library Assistant

Location: Newark, NJ

Salary Range: CL-26: \$63,447 – \$79,306
CL-27: \$69,685 – \$87,133

Position Type: Full-time (Court hours are 8:30 AM–5:00 PM, Monday–Friday)

Job Summary:

The Library Assistant supports the operation of the Newark Branch Library within the Libraries of the U.S. Courts for the Third Circuit. This person in this position reports to the Circuit Librarian and is supervised by the New Jersey branch librarian. This role includes providing reference services, administrative support, and contributing to library operations and special projects.

Primary Responsibilities:

- Deliver high-quality research and reference services to judges, chambers staff, and court personnel in Newark and other branches as needed.
- Process interlibrary loans, create legislative histories, and maintain research guides.
- Assist with library administrative tasks, including processing mail and loose-leaf filing.
- Handle patron inquiries, maintain organization of library collections, and manage digital records using Office 365 and integrated library systems.
- Contribute to the design and delivery of user training sessions and orientations for court staff.
- Support historical archiving and special collections for the District of New Jersey and Third Circuit.
- Collaborate with Circuit Librarian and other branch librarians to ensure cohesive library operations.
- Supervise and assist library technicians or clerical staff.

Qualifications:

- Appointment at the CL-26 level requires a bachelor's degree and enrollment in a library or information science program.
- Appointment at the CL-27 level requires a master's degree in library or information science.
- **Minimum Requirements:**
 - Bachelor's Degree from an accredited college or university.
 - Enrolled in a library or information science program at an ALA-accredited institution, Master's Degree expected no later than September 2025.
 - Experience with legal research platforms (Westlaw, Lexis, Bloomberg).
 - Strong organizational, interpersonal, and communication skills (oral and written).
 - Ability to work independently and collaboratively.
 - Proficiency with digital tools, including Office 365 applications.

Preferred Qualifications:

- Master's degree in library science or information science from an ALA-accredited institution.
- Proficiency with legal research platforms (Westlaw, Lexis, Bloomberg).
- Experience in law libraries.
- Familiarity with legal terminology and federal court procedures.
- Knowledge of archival methods and library classification systems.
- Experience with user training, resource guides, or digital platforms.

Career Ladder:

This position offers a career ladder with promotion potential up to CL-27 (final level based on qualifications and experience). While initial recruitment may focus on entry-level or intermediate positions, this promotion potential allows for advancement without requiring re-advertisement once the incumbent meets the appropriate qualification requirements.

Work Environment:

The role involves moderate to heavy physical activity, including lifting and shelving library collections. Occasional travel and telework may be required.

Application Procedure:

Submit a cover letter and resume to circuit_library_position@ca3.uscourts.gov. The position remains open until filled.

The U.S. Court of Appeals for the Third Circuit is an Equal Opportunity Employer.