



THIRD CIRCUIT LIBRARIES

Serving the U.S. Courts in Delaware, New Jersey, Pennsylvania and the U.S. Virgin Islands

Notice of Position Vacancy

The Third Circuit Court of Appeals Library is currently accepting applications for a librarian position located in Pittsburgh, PA.

Position Title: Librarian (#01-22-USCA3LIB)

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

Salary Range: CL 27 with promotion potential to CL28 (Expected starting salary is between \$54,654 - \$68,323)

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

Closing Date: Open Until Filled

Position Overview: The Libraries of the U.S. Courts for the Third Circuit include a headquarters library (Philadelphia) and nine branch libraries located in Pennsylvania, New Jersey, Delaware, and the U.S. Virgin Islands. This position is located within the Pittsburgh, PA Branch Library. The incumbent administers the branch library and provides a variety of services.

Representative Duties:

- Provide high quality research, reference, education and training services for court legal researchers
- Assist in the design, development and delivery methods for licensed digital products
- Participate in collection development by evaluating and recommending the addition of print and digital information resources
- Work on local, circuit-wide, and national library committees to improve best practices and achieve strategic goals
- Prepare and lead orientations of library services for court staff
- Assist in authenticating, organizing, and preserving materials of historical significance to the Third Circuit
- Supervise Pittsburgh Library Technician
- Other duties as necessary or assigned

Requirements:

- Master's degree in Library Science (MLS) from an ALA accredited school of Library or Information Science
- Proficiency using Westlaw, Lexis, Bloomberg and other library research sources
- Strong digital skills and experience with Microsoft Office products including word processing, spreadsheets, e-mail, and presentation software
- Excellent research, analytical, written, and oral communication skills, with attention to detail and accuracy
- Ability to maintain the highest degree of professionalism, discretion, and tact at all times

- Ability to work both independently and as part of a team, with initiative and problem-solving abilities
- Ability to handle occasional moderate to heavy physical activity
- Strong organizational skills
- Interest in civics and court history
- Ability to travel and telework when necessary or assigned

Preferred Skills and Qualifications:

- Juris Doctorate
- At least one year of law library experience
- Experience creating digital research guides and online user surveys
- Experience building digital databases including digitization of original materials, preparation of metadata, and interface design
- Skill in developing training plans and conducting training sessions, conducting webinars, and producing short training videos
- Skill in using integrated library system like SirsiDynix
- Experience working with archival collections including non-textual formats such as photographs, audio, and video
- Experience moving a library book collection

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.

Conditions of Employment

Applicants must be citizens of the United States or meet requirements under current law. Employees of the federal judiciary serve under "Excepted Appointments," and are thus "at-will," and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of a background check that includes fingerprinting. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

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

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