



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 Procurement and Financial Technician position located in Philadelphia, PA.

Position Title: Procurement and Financial Technician (#01-23-USCA3LIB)
Location: Library of the U.S. Courts, Philadelphia, PA
Salary Range: CL 24 (Expected starting salary is between \$45,395 - \$56,747)
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 eight branch libraries located in Pennsylvania, New Jersey, Delaware, and the U.S. Virgin Islands. This position is located in the Philadelphia, PA Library.

Representative Duties:

- Process and pay bills and invoices for the purchase of legal resources
- Maintain account records by inputting transactions into the acquisitions module of the integrated library system (ILS or SIRSI) and the Judiciary Integrated Financial Management System (JIFMS)
- Update and maintain (for seven years) physical records of transactions in binders
- Assist with follow-up to customers and vendors, such as clarifying requests or expediting orders
- Run reports and assist with inventory projects
- Acknowledge receipt of legal resource orders
- Direct complex questions or matters to experienced staff or supervisor
- Other duties as necessary or assigned

Requirements:

- Two years experience in a clerical or administrative environment
- Two years Higher Education
- Experience with file management
- Ability to work independently and as part of a team
- Oral and written communication skills
- Attention to detail and organizational skills
- Ability to handle moderate to heavy physical activity

Preferred Skills and Qualifications:

- Bachelor's degree
- Library experience

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.