

POSITION VACANCY

LAW LIBRARIAN

U. S. Court of Appeals Fifth Judicial Circuit, New Orleans, Louisiana

Annual starting salary \$45,125 minimum to a maximum of \$87,903 depending upon experience. Application deadline Friday, January 8th.

The headquarters library of the Fifth Circuit Library System is seeking an experienced law librarian to join a team of federal court professionals serving the legal research needs of the judiciary and related court offices throughout Texas, Louisiana and Mississippi.

Duties:

Performs legal and non-legal research and reference services for judges, court personnel, satellite librarians and other library users. Provides education and training to court staff on Lexis, Westlaw, the Internet, and other research sources. Develops library training materials, marketing materials, and research guides. Works as a team member in coordinating services with satellite libraries. Assists with the development and maintenance of the library's government documents and archives collections. Performs interlibrary loan transactions. Participation in national court sponsored training which may involve travel. Temporary assignments in satellite libraries in Louisiana, Mississippi and Texas are likely.

Qualifications:

The ideal candidate will have at least five years of post M.L.S. library reference experience with at least two years of professional law library reference experience. Candidates with experience in U.S. Government Documents and digital archives collections will be given highest consideration. An M.L.S. or M.L.I.S. or equivalent from an ALA-accredited professional librarian masters program is required. Ability to travel as needed is required. Applicant must be a United States citizen or eligible to work for the federal government. Please note that this position is subject to a background investigation, including an FBI fingerprint check. Ability to have electronic funds transfer into bank account for deposit of payroll. Employment will be contingent upon the satisfactory completion of the required investigation. Official masters program transcripts issued by the university may be required.

Benefits:

Federal court employees are not included in the government's civil service classification system. 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, long-term care insurance, and long-term disability insurance programs. Court employees in New Orleans enjoy ten paid holidays annually.

How to apply:

Send resumé, cover letter, three professional references, and a completed A078 form (available at www.uscourts.gov/careers) via USPS to: Fifth Circuit Library, 600 Camp St., Room 106, New Orleans, LA 70130, or via email to: Michael_R_Smith@ca5.uscourts.gov.

Due to the anticipated number of applicants, the court will only communicate with those selected to be interviewed. The court is not authorized to pay for interview or relocation expenses.

Benchmark Job Title	Reference Librarian	CL-28
Occupational Group	Professional Line, Librarian	

Job Summary

Federal Court Librarians perform a full range of professional library technical and research services for both internal and external customers at one or more library locations. Librarians may also act as "leads" to other library staff in either a circuit's headquarters library or a branch library.

Representative Duties

Provide research and reference services to court personnel and other customers. Use both print and computer-based research resources and methods to compile legislative histories, bibliographies, and other specialized research guides. Instruct library clientele in the performance of library research methods. Respond to customer complaints and concerns, taking action as necessary.

Participate in local and nationwide library networks, including initiating and maintaining professional contacts with other librarians to provide the full range of research materials to judges and other court staff. Prepare library publications in both print and electronic format to include newsletters, library instruction guides, and current awareness services. Contributes research and other information to both the staff intranet and external web page.

Assists with the organization and development of government documents and archives materials collections. Provide convenient access to government documents, archives and digital collections. Develop information access aids such as indices and annotated bibliographies, web pages, electronic path-finders, and on-line tutorials. Arrange for Interlibrary loans of materials.

Participate in library policy formulation. Develop library collections. Evaluate, select, acquire, and deselect library materials, including print and electronic information resources to meet the needs of the judiciary. Provide professional library consultation services to judges and other court units. Act as liaison with judges and the courts by serving on committees to represent the library and circuit librarian.

Coordinate and conduct library user training and orientation programs. Review and evaluate resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.

Plan and participate in library programs and marketing initiatives. May lead or mentor employees on a specific project or temporary basis.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

Library Administration and Legal Information

Knowledge of professional law librarianship concepts, principles, and practices. Knowledge of library administration and management. Knowledge of Library of Congress Classification System and cataloging procedures and practices. Knowledge of legal resources available for research. Knowledge and skill in the performance of research, and in training adult learners (such as judicial officers) in varied research techniques using electronic and conventional media. Knowledge of, and skill in, designing effective presentations. Skill in the use of the integrated library system. Ability to assist in the coordination of library's computer assisted legal research program.

Court Operations

Knowledge of federal court administration and operations. Knowledge of federal court and court library policies, procedures, and systems. Knowledge of legal terminology. Knowledge of disaster planning for libraries.

Judgment and Ethics

Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

Ability to effectively and appropriately interact with both internal customers and external customers, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

Human Resources

Skill in prioritizing, monitoring, and reviewing work assignments. Skill in mentoring and training employees with varying educational backgrounds and aptitudes.

Budget, Finance, and Procurement

Knowledge of the court's procurement policies, particularly as they relate to library acquisitions.

Information Technology and Automation

Knowledge of online bibliographic database techniques. Skill in the use of automated equipment including email, integrated library systems, word processing, spreadsheet, database, publishing applications, and various other types of software. Skill in instructing customers in the use of automated research systems and catalog systems. Skill in conducting legal research, including searching on-line legal research databases and other internet or reference sources.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to provide professional-level technical and research services to both internal and external customers. This includes assessing incomplete and conflicting information to determine best resources to answer reference or research questions for judges, the bar, pro se litigants, and members of the public. In addition, librarians must be flexible enough to work in either a circuit headquarters library or a branch library. Librarians provide confidential services, which may contribute to the formulation of court opinions and decisions. The incumbent's management of library resources affects the judiciary and other library users.

Factor 3 – Complexity and Decision Making

The tasks performed vary daily and cover a broad range of library functions. The employee independently makes decisions based on thorough knowledge of the profession and the library's policies, practices, and judicial needs.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are judges and chambers staff, staff attorneys, other library staff, court unit executives and their staff, peers, and staff of other circuit libraries, and Administrative Office staff for the purpose of providing legal research or other library services. Librarians may also work with supervisory librarians, circuit librarians, and court unit executives on formulating policy and strategic direction of the library.

Factor 4B – Interactions with External Contacts

The primary external contacts are staff of other libraries, attorneys, litigants, U.S. Marshals Service, and the public for the purpose of assisting library users in locating materials or acquiring research or reference information.

Factor 5 – Work Environment and Physical Demands

Work is performed in a library setting, open to the public and pro-se litigants, potentially exposing the librarian to adversarial or argumentative interactions.