

**Office of the Circuit Librarian – Fifth Circuit Library United States  
Court of Appeals**

**Job Announcement 2016-4 USCA5LIB**

<b>Position:</b>	<b>Beaumont Satellite Librarian</b>
<b>Position Type:</b>	<b>Full-time, 40 hours per week</b>
<b>Salary Range:</b>	<b>Court Personnel System Classification CL27/28  Full annual salary range: \$46,835 -\$91,275, depending on experience and qualifications.</b>
<b>Closing Date:</b>	<b>Applications will be considered as soon as received, and will continue to be considered until the position is filled.</b>
<b>Location:</b>	<b>Beaumont, TX</b>

**REQUIRED QUALIFICATIONS**

- M.L.S. degree or equivalent from an ALA-accredited library school.
- Minimum of one year of law library experience.
- Ability to work in a one person library and as part of a team of librarians in multiple locations.
- Excellent organizational, interpersonal, and communications skills
- Ability to travel as needed.
- Applicant must be a United States citizen or eligible to work for the federal government.

**REPRESENTATIVE DUTIES**

- Uses print and electronic resources, performs legal and non-legal research and reference services for judges and their staff, and other court personnel in the service area.
- Provides education and training to court staff on Westlaw, Lexis, Hein Online, and other research resources; develops training materials, library promotional materials, and research guides.
- Works as a team member in coordinating services with other Fifth Circuit libraries.
- Assists with collection development, acquisitions, and inventory control activities for the Beaumont satellite library and service area.
- Utilizes integrated library system to manage acquisitions, performs serial control and prepares management reports.
- Performs interlibrary loan transactions for court personnel.
- The librarian travels to federal courthouses throughout the Eastern District of Texas to provide hands-on management of library collections.
- Other duties and projects as assigned.

## **PREFERRED SKILLS**

- Two years of law library experience.
- Demonstrated skills in reference and legal research using print and electronic resources.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Ability to work in a one person library.
- Experience with an Integrated Library System. (SIRSI knowledge a plus)
- Practical experience with technical services, including acquisitions and cataloging.
- Skill in the use of Windows-based personal computers and basic office applications software.
- Skill in the development of web-based delivery systems for information services.
- Experience working with people at all levels; effective oral and written communication skills.

## **APPLICATION PROCESS**

Please submit cover letter, resume and salary history to:  
(email submission is preferred)

**U.S. Court of Appeals, Fifth Circuit Library**  
**Attn: Sue Creech, Circuit Librarian**  
**600 Camp Street, Room 106**  
**New Orleans, Louisiana 70130**

**Email: [sue\\_creech@ca5.uscourts.gov](mailto:sue_creech@ca5.uscourts.gov)**  
**Phone: 504-310-7797**  
**Fax: 504-310-7578**

## **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; and optional enrollment in health benefits, life insurance, tax-deferred savings, long-term care, and long-term disability programs. Court employees are required to use Electronic Fund Transfer (EFT) for payroll deposit. New selectees are subject to a background check as a condition of employment. The Court does not provide reimbursement for interview-related travel expenses.

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or fill the position, without any prior written or other notice.

***Resumes will be screened and only selected applicants will be contacted for interviews.***

**The Fifth Circuit is an Equal Opportunity Employer.**