

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

Job Announcement 2015-7 USCA5LIB

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| Position: | Librarian |
| Position Type: | Full-time, 40 hours per week, three-person library |
| Salary Range: | Court Personnel System Classification CL27/28 Full salary range \$52,805 to \$102,909, depending on experience and qualifications. |
| Closing Date: | Applications will be considered as soon as received, and will continue to be considered until the position is filled. |
| Location: | Houston, Texas |

REQUIRED QUALIFICATIONS

- M.L.S. degree or equivalent from an ALA-accredited library school.
- Ability to travel as needed.
- Applicant must be a United States citizen or eligible to work for the federal government.

REPRESENTATIVE DUTIES

- Using print and electronic sources, performs legal and non-legal research and reference services for judges and their staff, and other court personnel in Houston and the entire Southern District of Texas.
- Provides education and training to court staff on Lexis, Westlaw, the Internet and other research sources; develops training materials, library promotional materials, and research guides.
- Works as a team member in coordinating services with other Houston librarians.
- Performs interlibrary loan transactions for court personnel.
- Assists with collection development, acquisitions, and inventory control activities for the library.
- Utilizes integrated library system to manage acquisitions, perform serial control and prepare management reports. (SIRSI knowledge a plus)

PREFERRED SKILLS

- Two years law library experience.
- Demonstrated skills in reference and legal research using print and electronic resources.
- Ability to prioritize demands from multiple judges and/or court staff.
- Experience with an Integrated Library System.
- 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.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Experience working with people at all levels; effective oral and written communication skills.
- Ability to handle occasional moderate to heavy physical activity.

APPLICATION PROCESS

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

U.S. Courts Library
Attn: Andrew B. Jackson
515 Rusk Ave., Room 6311
Houston, TX 77002

Phone: 713-250-5540
Fax: 713-250-5091
Email: Andrew_jackson@ca5.uscourts.gov

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.