

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

**Job Announcement 2014-1 USCA5LIB**

Position:	<b>Librarian – Dallas Satellite Librarian</b>
Position Type:	Full-time 40 hours per week, one person library
Salary Range:	Court Personnel System Classification CL27/28  Full salary range \$49,009 - \$95,528. Presumptive starting salary \$49,009-\$61,288, depending on experience and qualifications.
Closing Date:	Consideration of applications will begin on March 26, 2014; position open until filled.
Location:	Dallas, Texas

**REQUIRED QUALIFICATIONS**

- M.L.S. degree or equivalent from an ALA-accredited library school.
- One year of professional library experience.
- Ability to handle occasional moderate to heavy physical activity.
- 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 staffs, and other court personnel in serve area.
- Provides education and training to court staff on Westlaw, Lexis, Hein Online, and other research sources; develops training materials, library promotional materials, and research guides.
- Works as a team member in coordinating services with other 5<sup>th</sup> Circuit libraries.
- Assists with collection development, acquisitions, and inventory control activities for the Dallas satellite library and serve area.
- Utilizes integrated library system to manage acquisitions, perform serial control and prepare management reports.
- Performs interlibrary loan transactions for court personnel.
- Other duties and projects as assigned.

**PREFERRED SKILLS**

- Two years 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 and resume to (email submission is preferred):

**U.S. Court of Appeals 5<sup>th</sup> Circuit**  
**Attn: Sue Creech, Circuit Librarian**  
**600 Camp Street, Room 106**  
**New Orleans, Louisiana 70130**

**Phone: 504-310-7797**  
**Fax: 504-310-7578**

**Email: [Sue\\_creech@ca5.uscourts.gov](mailto:Sue_creech@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 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.

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