

**UNITED STATES COURT OF APPEALS  
FIFTH JUDICIAL CIRCUIT**

Reference # FY12-01  
February 16, 2012



**VACANCY ANNOUNCEMENT**

***Position Title:*** Circuit Librarian  
***Location:*** New Orleans, Louisiana  
***Salary Range:*** \$113,735 - \$147,857 (Salary Level JSP 15)  
\$133,389 - \$166,331 (Salary Level JSP 16)  
depending on experience, salary, and qualifications  
***Closing Date:*** March 30, 2012

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The United States Court of Appeals for the Fifth Circuit is seeking an innovative and technologically-oriented leader to serve as the **Circuit Librarian**. The library program serves the judges and staff of all federal courts in Louisiana, Texas, and Mississippi.

The Circuit Librarian is responsible for the administration of the library program and related services for the United States Court of Appeals for the Fifth Circuit. Responsibilities include the supervision of 22 employees, long-range strategic planning, policy development and implementation, budget oversight, human resource management, library automation, acquisition of legal subscriptions and publications, development and delivery of electronic tools and resources, planning and managing of library space and facilities, and overseeing the provision of legal research in all information formats and the training of library users in all research sources.

An applicant must have an M.L.S./M.L.I.S. from an ALA-accredited program. A J.D. from an ABA-accredited law school is desirable but not required. The position requires a minimum of ten years of legal library experience, with demonstrated management and supervisory skills in public service or business which provided a thorough understanding of organizational, procedural, and human aspects in managing a complex organization. A comprehensive understanding of library operations and management concepts is essential, including experience with the SIRSI Unicorn Integrated Library System or other ILS, Westlaw, and Lexis. The Librarian will be a member of the Circuit Librarians Advisory Group and participate in meetings in Washington, D.C. Additional desirable qualifications include specialized education in public or judicial administration, training in court management, knowledge of automated systems, skill managing a library system during a period of budget decline, strong analytical skills, polished oral and written communication skills, creativity, and initiative.

Application may be made by sending 2 copies of a résumé and salary history to:

Mr. Gregory A. Nussel  
Circuit Executive  
United States Courts, Fifth Circuit  
600 Camp Street, Room 100  
New Orleans, Louisiana 70130

The Fifth Circuit Library supports 225 federal circuit, district, bankruptcy, and magistrate judges throughout Texas, Louisiana, and Mississippi. The Librarian currently supervises 22 staff members in the main branch and the satellite libraries throughout the Circuit. Louisiana libraries are located in New Orleans, Baton Rouge, Lafayette, and Shreveport. A satellite library is located in Jackson, Mississippi. Texas libraries are located in Austin, Beaumont, El Paso, Houston, and San Antonio. A tenth satellite library is under construction and will open in Dallas. This position is duty stationed at the Court's headquarters in New Orleans, Louisiana.

The [fringe benefits](#) offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of service.
- 20 days paid annual leave per year after three years of service.
- 26 days paid annual leave per year after 15 years of service.
- 13 days paid sick leave accrued per year.
- 10 paid holidays per year, plus Mardi Gras day.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life, long-term disability, and long-term care insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to 401k, with matching \$).
- Pre-tax Flexible Spending Accounts (medical and dependent care).

General information for applicants:

- Only qualified applicants who submit complete applications by the closing date will be considered for this position.
- Applicants must be United States citizens or [eligible to work in the federal court system](#).
- The court provides reasonable accommodations to applicants with disabilities.
- The selected applicant must provide educational transcripts.
- The selected candidate must successfully complete a ten-year background investigation, including fingerprint and records check, and every five years thereafter will be subject to an updated investigation.
- All employees of the Judiciary are "at will" employees in the excepted service.
- The position is subject to mandatory electronic funds transfer for payment of salary.
- The court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.