

Position:	<b>Librarian - Dallas Satellite Library</b> Court Personnel System Classification CL-27/28
Position Type:	Full-time, 40 hours per week, one-person library.
Salary Range:	Full annual salary range: \$48,547 - \$94,584, depending on experience and qualifications.
Closing Date:	Application deadline is Friday, July 19 <sup>th</sup>
Location:	Dallas, Texas

**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 Northern District of Texas.
- 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 library.
- Utilizes integrated library system to manage acquisitions, perform serial control and prepare management reports. (SIRSI knowledge a plus)
- Performs interlibrary loan transactions for court personnel.

**REQUIRED QUALIFICATIONS**

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

**PREFERRED SKILLS**

- Two years law library experience.
- Ability to prioritize demands from multiple judges and/or attorneys.
- 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.
- 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.
- 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 acceptable):

**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 of Appeals is an Equal Opportunity Employer**