

Position:	<b>Librarian - Beaumont Satellite Library</b> Court Personnel System Classification Level CL-28
Position Type:	Full-time, 40 hours per week, one-person library.
Salary Range:	Expected starting salary range: \$49,815 - \$62,291, depending on experience and qualifications. Full annual salary range: \$49,815 - \$81,005
Closing Date:	Consideration of applications begins on October 9, 2006; position open until filled.
Location:	Beaumont, 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 Beaumont, Tyler, Plano, Marshall, and Sherman, TX.
- 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.
- Develops and maintains court archives.
- Works as a team member in coordinating services with other branch libraries.
- 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.
- Represents the Fifth Circuit library system at local, regional, or national meetings.

**REQUIRED QUALIFICATIONS**

- M.L.S. degree or equivalent from an ALA-accredited library school.
- One year of library experience equivalent to work at a CL-27 level.
- 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.
- Demonstrated skills in reference and legal research using print and electronic resources.
- 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.
- 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 Library**  
**Attn: Kay Guillot**  
**600 Camp Street, Room 106**  
**New Orleans, Louisiana 70130**

**Phone: 504-310-7797**  
**Fax: 504-310-7578**  
**Email: Kay\_Guillot@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**