

UNITED STATES COURTS FIFTH JUDICIAL CIRCUIT Circuit Library



Announcement 2025-04-USCA5LIB

Position Title:	Assistant Librarian (Houston)
Location:	Houston Branch Library (Houston, Texas)
Salary Grade/Range:	CL-27 (\$68,195 - \$110,882), depending on experience and qualifications. Promotion potential to CL-28.
Closing Date:	Position open until filled. Applications received by Friday, April 4, 2025, will receive priority consideration.

OVERVIEW:

The Office of the Circuit Librarian is accepting applications from qualified applicants for the position of Assistant Librarian in the Houston Branch Library. This location supports the resident judges of the Court of Appeals and the judges and court staff of the district and bankruptcy courts of the Southern District of Texas.

The primary mission of the Fifth Circuit Library System is to serve the information needs of all federal judges, chamber staff, and other court personnel throughout the Circuit. The Fifth Circuit Library System consists of the headquarters library in New Orleans and branch libraries throughout Louisiana, Mississippi, and Texas.

In addition to serving the federal courts, the library provides limited services to other federal agencies, state and local courts, the legal community, and the public.

REPRESENTATIVE DUTIES:

- Using print and electronic sources, perform legal and non-legal research and reference services for judges, their staff, and other court personnel in Houston and across the Southern District of Texas.

- Provide education and training to court staff on Lexis, Westlaw, Bloomberg Law, HeinOnline, and other research sources; develop training materials, library promotional materials, and research guides.
- Assist with password management for court users of Lexis and Westlaw in the service area.
- Work as a team member in coordinating services with other Houston Branch Library staff.
- Perform interlibrary loan transactions for court personnel.
- Assist with collection development, acquisitions, and inventory control activities for the library and chambers.
- Utilize integrated library system to assist with acquisitions.
- Assist members of the bar and the public with locating resources in the library collection.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Master of Library Science (MLS) degree or equivalent from an ALA-accredited library school.
- One year of library experience, preferably in a law library.
- Excellent customer service skills, a professional demeanor, and a demonstrated ability to work as part of a team.
- Ability to travel as needed.

PREFERRED SKILLS:

- At least two years of law library experience.
- Demonstrated skills in reference and legal research using print and electronic resources.
- Ability to prioritize demands from multiple judges and court staff.
- Experience with an Integrated Library System. (SIRSI knowledge a plus)
- Skill in the use of Windows-based personal computers and 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:

Qualified applicants should submit a cover letter, résumé, and form AO 78 via email (as a **single PDF**) to: libraryvacancy@ca5.uscourts.gov

The AO78 Federal Judicial Branch Application for Employment can be obtained from the Fifth Circuit's Website, www.ca5.uscourts.gov.

Please include the Position Announcement # and Position Title in the Subject line of the email. Save your document in the following format: Last Name, First Name. **Failure to follow directions and/or submit a complete packet may disqualify you from consideration.**

Information for Applicants:

- Only qualified applicants who submit complete applications 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.
- Funding is not available to support interviewee travel or relocation expenses.
- The selected applicant must provide copies of educational transcripts, diplomas, and professional certifications.
- The selected candidate must successfully complete a background investigation, including fingerprint and records check.
- 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, or fill the position, any of which actions may occur without any prior written or other notice.
- The United States Courts, Fifth Judicial Circuit, is an Equal Opportunity Employer.

Benefits:

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 per year.
- 11 paid holidays per year.
- 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 401(k), with matching up to 5% of pay).
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit subsidy (subject to the availability of funds).
- Eligible employer for Public Service Loan Forgiveness Program.