



United States Court of Appeals for the Fourth Circuit Notice of Vacancy

Announcement #: 12-2014-ACL
Position: Associate Circuit Librarian
Salary Range: CL-30 (\$79,703-\$129,529), depending on qualifications and experience.
Closing Date: December 21, 2014
Appointment: Permanent/Fulltime
Location: Richmond, VA

Position Description

The position of Associate Circuit Librarian is a supervisory and operational position that includes long-range strategic planning, policy development, budget development and oversight, human resource management, library automation, collection management, acquisition and delivery of legal research materials in all formats, planning and managing library space and facilities, and training of library users in all research sources. The Associate Circuit Librarian serves under the direction of the Circuit Librarian.

Representative Duties (Not all inclusive.)

- Develops, markets, implements, and evaluates library programs; establishes internal operating policies and procedures.
- Oversees the daily operation of all library locations and supervises library staff. Sets requirements, assigns work, evaluates performance of staff and recommends personnel actions; coordinates work schedules to meet the goals of the library program; establishes operating guidelines; implements procedures, methods, and other work-related changes.
- Conducts collection studies; develops collections and recommends changes. Reviews and analyzes data and makes budget recommendations.
- Performs legal and non-legal research for the judges, unit executives, law clerks, and other court personnel and library users. Serves as a subject-matter research specialist on certain legal topics. Prepares special studies, bibliographies, legislative histories, reports and legal advice, and memoranda.
- Supervises, implements, and monitors the computer-assisted legal research program and other automated systems for the Circuit. Develops and directs library user training and orientation programs.
- Oversees the Government Document Depository Library program; reviews and establishes cataloging and classification policies.

Required Qualifications

- Applicants must have an MLS/MLIS from an ALA accredited library school and a JD from an ABA accredited law school.
- A minimum of three years of progressively responsible and successful law library experience, including at least one year equivalent to work at CL-29.
- A comprehensive understanding of library operations and systems, including the SirsiDynix ILS or a similar system.
- Knowledge of legal resources and proficiency in legal research utilizing print, Westlaw, Lexis, and other digital resources.
- Excellent analytical skills, oral and written communication skills, and customer-service orientation.
- Experience developing and executing strategic plans, fostering effective working relationships, and integrating current and future technologies is desired.
- Additional desirable qualifications include vision, innovation, and initiative.

Employee Benefits

Employees of the U.S. Courts are not classified under civil service; however, they are entitled to the same benefits as other Federal employees such as paid vacation and holidays, medical, dental, life, vision, long term care insurance, retirement, and Thrift Savings Plan.

Application Procedure

To apply, email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position; (2) a **resume** that includes the name, title, and the contact information of three professional references; and (3) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf> to the HR Administrator at **ce04_vacancy@ca4.uscourts.gov**. Please include the title of the position in the subject line and the source of the announcement in the cover letter. Receipt of applications will be acknowledged.

Conditions of Employment

Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation. Appointment to the position is provisional pending a suitability determination by the Court based on the results of an initial ten-year FBI background investigation that is updated every five years. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus at-will employees who serve at the pleasure of the Court. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.