

Required Qualifications

- Master's degree in library or information science from an ALA-accredited institution or a Juris Doctor (JD) from an ABA-accredited institution.
- Minimum of one year of full-time professional law library experience equivalent to work at CL-25.
- Excellent online research skills (including Lexis, Westlaw, and the Internet) and in-depth familiarity with both print and electronic resources.
- Experience working with web design and electronic publishing software is desired.
- Initiative, excellent organizational, interpersonal, and communication skills including the ability to make presentations, conduct training sessions, and work in a team environment.
- Ability to develop and foster partnerships with both internal and external entities.
- Familiarity with SirsiDynix or similar ILS is preferred.
- Lifting heavy boxes and equipment up to 40lbs. and some driving to other/out-of-state satellite locations may be required.

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, including paid vacation and holidays; an opportunity to elect medical, dental, life, vision, and long term care insurance; retirement benefits; and eligibility to participate in the federal 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 Human Resources 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. Only those selected for an interview will be notified.

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 a background check that includes fingerprinting. 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. The Court does not provide reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant.

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 notice.

The United States Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.