



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

Announcement #: 03-2014-ERL
Position: Electronic Resources Librarian
Salary Range: CL-27/1 - \$47,303
Closing Date: Open until filled - To ensure consideration, submit required application documents no later than April 27, 2014.
Appointment: Permanent/Fulltime
Location: Richmond, VA

The United States Court of Appeals for the Fourth Circuit is seeking an innovative and technologically-oriented individual for the position of **Electronic Resources Librarian**.

Position Overview

The Electronic Resources Librarian provides professional research and technical services to judges and court staff, which includes developing and promoting electronic research and resource aids, and training court staff in the use of electronic resources. The Fourth Circuit library program serves the judges and all court personnel in the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia with headquarters in Richmond, Virginia. In addition to the Library Headquarters, there are five staffed satellite libraries throughout the Circuit.

Representative Duties

- Provides professional research and reference services to judges and court personnel using primarily computer-based research resources, but also uses print sources when necessary. Arranges for interlibrary loans of materials.
- Develops and maintains an online circuit-wide research database on specific and frequently requested topics and makes them available on the website.
- Directs delivery of library electronic research services to all library users and library staff. Advises in aspects of electronic research needs, objectives, and capabilities.
- Produces content and develops electronic outreach and training products including research instruction guides, newsletters, online training materials, and current awareness services. Organizes and provides convenient online access to collections of books, publications, electronic resources such as audio and video in multiple formats, and other reference and research materials.
- Designs effective training materials. Develops information access aids such as electronic pathfinders and on-line tutorials. Coordinates and conducts library user training and orientation programs for library staff and court personnel in the use of library materials and online services.
- Provides outreach to judges in areas not served by satellite library staff.
- Assists with library web design and maintenance. Assists in the development of website policies and standards. Leads library web projects. Develops and delivers shared library online programs and products.
- Serves as CALR backup and assists with password maintenance.
- Evaluates emerging technology and electronic products (including value of content, usability and technical requirements) and makes recommendations to the Circuit Librarian.
- Participates in developing electronic resource collections to meet the needs of the Judiciary.
- Participates in technical services including materials processing and serials.
- Assists with procurement and with payment processing in FAS₄T.
- Participates in library policy formulation. Implements internal operating policies and procedures to meet the goals of the circuit library program.
- Participates in the development of spending plans for effective use of resources.

Required Qualifications

- Master's degree in library or information science from an ALA-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.
- 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 where you saw 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.