



U.S. Court of Appeals for the Fourth Circuit

WEBSITE

www.ca4.uscourts.gov

PHONE

804-916-2184

Announcement #: TSAL-2024

Location: Richmond, VA

Appointment: Career/Full-Time

Pay: Salary is commensurate with experience and qualifications.

- **\$60,559 - \$98,448** (CL27), or
- **\$72,582 - \$118,005** (CL28)

Closing Date: Open until filled with preference given to applications received by July 26, 2024.

THE FOURTH CIRCUIT

is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits. The Fourth Circuit consists of a Judicial Council, U.S. Court of Appeals, and nine districts, each with district and bankruptcy courts, a federal public defender office, probation and pretrial services, and a bankruptcy administrators office (NC only). The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

Technical Services & Acquisitions Librarian Career Opportunity – Richmond, VA

POSITION OVERVIEW

The Fourth Circuit Court of Appeals Library is currently accepting applications for a Technical Services and Acquisitions Librarian in Richmond, Virginia. This position is responsible for acquisitions, serials management, cataloging, collection development, and e-resource management for legal materials procured for the Headquarters library, the five satellite libraries, and all federal judges located throughout the circuit.

The successful candidate will be part of a team of librarians located throughout the Fourth Circuit committed to developing innovative resources and services for our users and will have the opportunity to participate in systemwide activities and initiatives.

REPRESENTATIVE DUTIES

- Manages subscriptions and prepares orders for the purchase of materials, based on collection development decisions and federal procurement rules.
- Resolves acquisition issues, assists in the management of contracts, and coordinates with vendors.
- Monitors the library's SirsiDynix Integrated Library System to ensure the integrity of the system's data and the timely generation of accurate reports. When necessary, manages periodic system upgrades and troubleshoots occasional system errors.
- Adopts and maintains discovery systems.
- Improves user discoverability, staff usability, and intelligent collection development statistics.
- Maintains current awareness of new and emerging technology resources to support the research and procurement functions of the Circuit Library.
- Assists in the delivery of digital services to all library users and library staff.
- Assists with filing and maintenance of legal resources in print.
- Performs all other tasks as assigned.

Hybrid work
schedule with
telework
flexibility!

QUALIFICATIONS

Required Qualifications

- MLS/MLIS from an ALA accredited library school.
- CL-27: Three (3) years of full-time progressively responsible and successful library experience in the area of technical services.
- CL-28: Five (5) years of progressively responsible and successful **law library** experience in the area of technical services.
- A comprehensive understanding of library operations and systems, including OCLC and SirsiDynix ILS or a similar integrated library system.
- Knowledge of current procurement principles and best practices.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Knowledge of discovery products and other digital products relevant to the successful operation of a law library.
- Excellent analytical skills, oral and written communication skills, strong interpersonal and problem-solving skills, and a committed customer-service orientation.
- Working knowledge of Excel, Outlook, and Adobe Acrobat.
- Ability to prioritize delegated tasks and work as part of a team.
- Ability to handle occasional lifting up to 15 pounds.

Desirable Qualifications

- Knowledge of legal research resources and legal bibliography. Familiarity with Westlaw, Lexis, Bloomberg Law, and other digital resources.
- Knowledge of the federal judiciary’s financial accounting system (JIFMS).
- Experience with SharePoint.
- Experience working with web design and electronic publishing software.

CONDITIONS OF EMPLOYMENT

Must be a citizen of the United States or meet requirements for compensation under current law. Positions with the U.S. Courts are excepted service appointments, meaning they are at will and can be terminated with or without cause by the Court. Employees are subject to *The Judicial Code of Ethics and Conduct*, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background check. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

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 notice.

HOW TO APPLY

Email to Human Resources at vacancy@ca4.uscourts.gov the following combined in a **single PDF document**:

- (1) **Cover Letter** detailing qualifications and experience.
- (2) **Resume** that includes the name, title, and the contact information of three professional references.
- (3) **Judicial Branch Application: [AO78-Application for Employment](#)**.

Please include the title of the position in the subject line of the email, and please note in the cover letter where you saw the announcement. Receipt of applications will be acknowledged.

Interviews will be held virtually or in Richmond, VA. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

COMPETITIVE REWARDS

Work/Life Balance

- **Vacation** – 13 days annually, **Sick Leave** – 13 days annually, and **Holidays** – 11 annually.

Vacation days increase to 20 days after three years and to 26 days after 15 years.

Benefits

- Subsidized **Health** and **Life** insurance plans.

Retirees may carry insurance plans into retirement while paying the same premiums as employees.

- **Thrift Savings Plan** with Agency matching (similar to a 401(k) plan).
- **Retirement** (FERS-FRAE).
- **Flexible Spending Accounts** for health care, dependent care, and commuter expenses.
- **Paid Parental Leave**.
- **Mass Transit Subsidy** (budget dependent).
- **Public Service Loan Forgiveness** – The Court is a qualifying employer.

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