



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

**Announcement #:** 03-2014-DSL  
**Position:** Digital Services 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 creative technologically-oriented individual for the position of **Digital Services Librarian**.

### Position Overview

The Digital Services Librarian provides outreach and technical services for the circuit library system, which includes developing and promoting digitally-based products and services that support the research needs of the judges and court staff, providing training and assistance in the use of resources, and providing professional research services. 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 outreach to judges in areas not served by satellite library staff.
- Develops outreach products including research instruction guides, newsletters, online training materials and current awareness services.
- 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.
- Provides professional research and reference services to judges and court personnel using primarily computer-based research resources, but also uses print sources when necessary.
- Evaluates emerging technology and electronic resources (including value of content, usability, and technical requirements) and makes recommendations to the Circuit Librarian.
- Works collaboratively with the Acquisitions Librarian to prepare law book purchase orders via the SirsiDynix ILS and serves as a back-up for preparing orders.
- Assists with serials check-in and materials processing.
- Works with the excess law books program.
- Participates in library policy formulation. Implements internal operating policies and procedures to meet the goals of the circuit library program.
- Participates in developing, acquiring, delivering, and maintaining digital library collections, products, and services.

### 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.
- Online research skills (including Lexis, Westlaw, and the Internet) and in-depth familiarity with both print and electronic resources.
- Excellent organizational, interpersonal, and communication skills including the ability to make presentations, conduct training sessions, and work in a team environment.

- Initiative, strong attention to detail, commitment to quality service, and ability to meet established deadlines and commitments.
- Ability to develop and foster partnerships with both internal and external entities.
- Familiarity in library acquisitions using 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.**