



# U.S. Court of Appeals for the Fourth Circuit

## WEBSITE

[ca4.uscourts.gov](http://ca4.uscourts.gov)

## PHONE

804-916-2184

- **Announcement #:** SL-2021
- **Location:** Norfolk, VA
- **Appointment:** Career / Full-Time
- **Open Until Filled**

The Fourth Circuit offers a robust and competitive benefits package (**see Page Two**) and is a qualifying employer for **Public Service Loan Forgiveness**.

## 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.

## Satellite Librarian Career Opportunity

### ABOUT THE JOB

The Fourth Circuit Court of Appeals Library is currently accepting applications for a librarian position. The Satellite Librarian reports directly to the Circuit Librarian and is a member of the Circuit Library's team of librarians and support staff serving all judges and judiciary staff in the Fourth Circuit. The Satellite Librarian manages and maintains the Library in Norfolk, VA, providing all library services, information, and materials required by federal circuit, district, magistrate, and bankruptcy judges located in the Norfolk Division of the Eastern District of Virginia, as well as court staff, members of the bar, and the general public.

The Fourth Circuit prides itself on being a collegial and collaborative workplace. We are an organization that promotes creativity and innovation, believes in diversity and inclusion, recognizes excellence, and promotes the effective administration of justice. In return, we are looking for strong candidates who share our vision and passion. Our ideal candidate is capable of developing and managing library initiatives, has excellent interpersonal skills, has an outstanding work ethic, has unquestioned integrity, is attentive to details, and is committed to excellent customer service.

### OVERVIEW OF DUTIES

- Perform legal and non-legal research and reference services
- Provide education and training to chambers and court staff on Westlaw, Lexis, Bloomberg Law, and other online legal research services
- Assist with public relations and outreach efforts
- Contribute to newsletters, research guides, and web pages for patrons
- Perform other duties as assigned

### SALARY RANGE

- **\$51,959-\$84,465** (CL-27) with promotion potential to CL-28 or
- **\$62,287-\$101,225** (CL-28) depending on experience and qualifications.

*(Pay range is based on the Virginia Beach-Norfolk pay table.)*

## QUALIFICATIONS

### Required Qualifications

- Master's degree in Library Science (MLS) from an ALA accredited school of Library or Information Science
- Proficiency using Westlaw, Lexis, Bloomberg Law, and other library research sources
- Strong research, analytical, organizational, written communication, and oral communication skills
- Excellent customer service skills, a professional demeanor, and a demonstrated ability to work as part of a team
- Ability to travel and telework when necessary or assigned

### Preferred Qualifications

- A law degree (J.D., LL.M., S.J.D, or J.S.D.) from an accredited law school
- At least two years of law library experience
- Skill in conducting training sessions or webinars, and producing short training videos
- Skill in using an integrated library system like SirsiDynix
- Interest in civics and court history

### APPLICATION PROCEDURE

Email the following in a single PDF document to Human Resources at [vacancy@ca4.uscourts.gov](mailto:vacancy@ca4.uscourts.gov).

- (1) **Cover letter** detailing qualifications and experience.
- (2) **Resume** that includes the name, title, and the contact information of three professional references.
- (3) **A078–Application for Employment** available at [www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment](http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment).

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

Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

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

### BENEFITS

- **Telework** opportunities.
- **Flexible Schedules.**
- **Health, Dental, Vision, Life, and Long-Term Care** insurance are available.
- **Retirement** (FERS).
- **Thrift Savings Plan** (similar to a 401(k) plan).
- **Vacation, Sick Leave, and Holidays.**
- **Flexible Spending Accounts** for health care, dependent care, and commuter expenses.
- **Mass Transit Subsidy** (budget dependent)

### CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements under current law. Federal Judiciary employees serve under “Excepted Appointments,” and are thus “at-will,” and as such, can be terminated with or without cause. 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 investigation, which includes fingerprinting, that is updated every five years. 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 prior written or other type of notice.