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

The Fourth Circuit prides itself on being a collegial and collaborative organization as well as an overall exemplary place to work. The ideal candidate will possess excellent interpersonal skills, be a strong teacher, be creative, and have an outstanding work ethic. The federal Judiciary offers work/life balance, competitive benefits, and a professional workforce dedicated to ensuring equal justice under law.

**About the Job**
The Reference Librarian provides professional-level research services to both internal and external users, which includes determining the best resources to answer reference or research questions for judges, the bar, pro se litigants, and members of the public. Librarians provide confidential services, which may contribute to the formulation of court opinions and decisions. Librarians also promote and create electronic research and resource aids, and train court staff in the use of electronic resources.

The Fourth Circuit Library system is a trusted and dedicated resource that comprehensively and efficiently supports the information needs of the federal Judiciary by conducting and assisting with research, organizing and delivering training, managing and allocating resources, and promoting and preserving the Fourth Circuit’s unique history.

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. In addition to the Library Headquarters in Richmond, Virginia, there are four staffed satellite libraries throughout the Circuit.

**Overview of Duties**

- Provides professional research and reference services to judges and court personnel.
- Participates in developing electronic resource collections to meet the needs of the Judiciary.
- 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 effective training materials including research instruction guides, newsletters, online training materials and tutorials, and current awareness services.
- Coordinates and conducts library user training and orientation programs for library staff and court personnel in the use of library materials and online services.
- Assists with library web design and maintenance. Develops and delivers shared library online programs and products.
- Evaluates emerging technology and electronic products (including value of content, usability and technical requirements) and makes recommendations to the Circuit Librarian.
- Responds to customer questions and concerns, taking action as necessary.
- Other duties as assigned.
Qualifications

Required

• Excellent online research skills (including Lexis, Westlaw, and Bloomberg) and in-depth familiarity with both print and electronic resources.

• Knowledge of law library trends and emerging technologies; ability to incorporate new ideas and processes into research methods and shared services; ability to troubleshoot and develop solutions.

• 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.

• Lifting heavy boxes and equipment up to 40lbs. and some driving to other/out-of-state satellite locations may be required.

CL-28

• Master’s degree in library or information science from an ALA-accredited institution AND/OR a Juris Doctor (JD) from an ABA-accredited institution. Both degrees are preferred.

• One year of full-time specialized law library experience in which the candidate would have acquired a thorough knowledge of the basic concepts, principles, policies, practices, and theories of library management. (Internal candidates: One year of full-time experience must be equivalent to CL-27.)

CL-29

• Master’s degree in library or information science from an ALA-accredited institution AND a Juris Doctor (JD) from an ABA-accredited institution.

• Four years of full-time specialized law library experience. (Internal candidates: One year of full-time experience must be equivalent to CL-28.)

Preferred

• Experience working with web design and electronic publishing software.

• Familiarity with SirsiDynix or similar ILS.

Benefits

Vacation time accrues at a rate of 104 hours per year the first three years and increases with tenure. Sick days accrue at a rate of 104 hours per year. Ten paid annual holidays. A variety of Agency-subsidized federal health insurance plans are available. Dental and vision coverage, life insurance, and long-term care insurance are available. A flexible spending account program is provided. Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan). In addition, the Court offers flexible schedules, telework opportunities, and a mass transit subsidy (budget dependent).

Application Procedure

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 to the ACE for Human Resources at vacancy@ca4.uscourts.gov in a single PDF document. (The AO-78 is located at http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federalemployment.) Please include the title of the position in the subject line of the email. Receipt of applications will be acknowledged. Following acknowledgment, only those selected for an interview will be contacted. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.
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 a background check that includes fingerprinting. 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.

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