

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

-REPOST-

(Applications for the previous posting will be considered. Those persons need not re-apply.)

ANNOUNCEMENT NO.

CAFC-08-11

OPEN:

January 9, 2009

CLOSE:

January 16, 2009

**POSITION TITLE, GRADE
AND SALARY:**

Intern, Circuit Library
(\$13.59 hourly) *rate change 1/5/09
(20-30 hours per week)
No Civil Service or other Benefits

LOCATION OF POSITION:

United States Court of Appeals
for the Federal Circuit
717 Madison Place, N.W.
Washington, D.C. 20439

BRIEF DESCRIPTION OF DUTIES: Working in a court library environment, the library intern provides technical and clerical support to the librarians and library technician. The duties include, but are not limited to: inputting information into the library's integrated library system (ILS); assisting in the processing of books and other library materials; assisting in the maintenance, organization and indexing of items related to the court's history, including documents and photographs, audio and video tapes, CDs and DVDs; assisting in the preparation of publications, brochures, flyers, signs and other printed and web-based materials; shelving books and other materials in the library; delivering books, articles, etc. to court offices and judges' chambers; photocopying and faxing items as needed; assisting in the maintenance of library materials in storage.

The ideal candidate will have a particular interest or experience in archival studies, history, marketing, branding, design, architecture or space planning.

EDUCATION/GENERAL EXPERIENCE: High School graduation or equivalent. College or Graduate student preferred.

Progressively responsible clerical, administrative, or other work experience that provided the knowledge of general office procedures and practices such as data entry, filing and record keeping. Experience with Microsoft Word, Excel and Access is preferred.

SPECIALIZED KNOWLEDGE, SKILLS AND ABILITIES:

Familiarity with federal courts and a court library system; skill in the use of an integrated library system, office automation and office equipment; ability to follow established procedures and strong attention to detail; ability and skill to communicate effectively with library staff and users orally and in writing.

HOW TO APPLY:

E-mail resumes/applications, writing sample and two letters of recommendation to cafcjobs@cafc.uscourts.gov . Documents must be in PDF format. Zip files will not be accepted. Applications may be obtained from the court's website at:

www.cafc.uscourts.gov. (*Click on Employment Tab*).

Applications may be *faxed to: (202) 633-5885*.

OTHER INFORMATION:

The cover letter should specifically address the applicant's experience that meets the required knowledge, skills and abilities set out in the vacancy announcement.

All applications must be signed. (Electronic signatures accepted.)

Only qualified applicants who submit complete application packages will be considered for this position. **Only those applicants selected for an interview will be contacted and must travel at their own expense.** Reimbursement for travel and/or relocation is not available.

The court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement, or fill the position at any time, any of which actions may occur without notice. **No phone calls please.**

NOTES: (1) If selected you may be required to complete an initial performance evaluation period of employment. Failure to successfully complete the evaluation period may result in termination of employment. (2) This is an "Excepted Appointment" and "At Will" position. Federal Government Civil Service classifications or hiring regulations do not apply. (3) As a condition of employment, applicants must successfully complete an FBI Fingerprint and Background Check. (4) This position is subject to EFT (direct deposit of earnings). (5) Must be a U. S. citizen.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.