

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: CAFC-18-13

OPEN: November 20, 2018
CLOSE: December 31, 2018 *
*Priority given to applications received by December 16, 2018

POSITION TITLE: Library Intern (Archival and Research)
SALARY: Uncompensated volunteer
STATUS: 20-40 hours per week
DURATION: Multiple positions available during the Spring and Summer 2019 semesters

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

About the Court

The United States Court of Appeals for the Federal Circuit (CAFC) was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeal Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

Position Overview

The United States Court of Appeals for the Federal Circuit is currently accepting applications for multiple library intern positions during the Spring and Summer semesters. Work hours will be scheduled during the core hours, 8:30 am – 5:00 pm. The selected incumbents will identify, authenticate, organize, and preserve materials of historical significance to the Federal Circuit, the U.S. Court of Federal Claims, and the Library. The internship will include training in best practices for reference and research, basic cataloging and classification, and basic and advanced legal research techniques both in print and online (including on Westlaw, Lexis Advance, Bloomberg Law and other specialized legal research databases). In addition, the internship will provide the opportunity to attend oral arguments and observe the workings of the Court.

Archival representative duties include:

- Archiving materials, scanning and arranging documents, conducting online and print bibliographic surveys
- Assisting with the digitization and cataloging of various historic court publications and photographs
- Assisting in the indexing, identification, quality control, and cataloging of the library's photographic collection
- Participating in the library's ongoing collection review process which includes weeding, catalog updates, and new purchase recommendations
- Processing historical library and court records into databases using Excel and other proprietary software
- Creating metadata for records
- Transcribing oral histories
- Assisting with special projects and performing other duties as assigned

Research representative duties include:

- Updating research guides using Libguides which includes checking for broken links, replacing outdated versions of materials with newer editions, and researching new ways to enhance our guides
- Updating links and documents for Supreme Court appeals from the Federal Circuit
- Helping the library staff plan collection shifting for statutes and codes
- Preparing materials for interlibrary loans
- Assisting at the library's reference desk when needed
- Working with the reference librarians on research requests

Required Qualifications

Individuals selected for the Library Intern position must be able to work independently under the direction of the Circuit Librarian and Assistant Librarian. Incumbents must possess good clerical and organizational skills; office software and keyboarding skills; good written communication skills; and the ability to communicate easily and effectively with the Circuit Librarian and other members of the Library team. In addition, the incumbent must be detail-oriented and responsible with a professional demeanor. Adherence to the Code of Conduct for Judicial Employees and ability to maintain confidentiality is required.

Preferred Competencies

An undergraduate degree in library science, business, public administration, political science, or a related field that would prepare a candidate well to perform in this position is preferred.

Preference will be given to current or recent graduate students with a demonstrated interest in libraries and library science, the law and legal research, or historical research and archives.

The ideal candidate will have:

- Knowledge of the federal judiciary and a basic understanding of court and library operations; knowledge of archival or record management principles and theory; skill in analytical and qualitative reasoning; skill in extracting information from databases and library applications; ability to learn and convey new material to individuals and groups; and skill in reviewing and comprehending library procedures and policies.
- Knowledge of materials of historical significance in various media types and knowledge of automated library systems as they relate to the organization and cataloging of historical materials.
- Ability to create and edit library and archival research and finding aids is a plus.

Application Process and Information

For consideration, application packages must include:

1. A cover letter wherein the applicant describes his or her interest in this position and the experience that makes her or him well qualified to fill this position
2. Resume outlining educational background, employment history, and other relevant information

Once you have the files ready and accessible (preferably combined into one single PDF file), follow the link below to apply:

<https://www.ondemandassessment.com/link/index/JB-8K10DGADF>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense; the interview may be conducted online or by telephone for the convenience of the applicant. Reimbursement for 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.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination.

Incumbent must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B).

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