

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

<u>ANNOUNCEMENT NO.:</u>	CAFC-20-16
<u>OPEN:</u>	October 8, 2020
<u>CLOSE:</u>	October 30, 2020
<u>POSITION TITLE, GRADE AND SALARY:</u>	Assistant Librarian CL 28 (\$69,049 - \$112,264) Salary determined by qualifications and experience Promotion up to the CL 29 may occur without further posting or competition
<u>LOCATION OF POSITION:</u>	United States Court of Appeals for the Federal Circuit 717 Madison Place, N.W. Washington, D.C. 20439

About the Court

The Court of Appeals for 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. For additional information about our court please: [Click Here](#).

Position Overview

The Assistant Librarian performs a full range of professional library reference and research services for customers of both the United States Court of Appeals for the Federal Circuit (CAFC) and the United States Court of Federal Claims (CFC). The Assistant Librarian reports directly to the Circuit Librarian.

Responsibilities of the Assistant Librarian include, but are not limited to:

Conduct in-depth legal and non-legal research for judges, Special Masters, court executives, chambers staff, OGC attorneys, court personnel, and external users of the library in support of the CAFC and CFC. Assist chambers with the formatting of opinions, in accordance with local policies and procedures. Research and compile information regarding legislative activity and court related news, utilizing both electronic and print resources, including federal government websites.

Manage the computer-assisted legal research program, to include creating a training schedule for newly appointed law clerks and coordinating with external vendors to carry

out the training sessions. Develop and conduct training programs, including library orientations and legislative history program. Create and produce electronic resources training videos for court employees. Provide tours of the National Courts Building complex historic houses to visiting judges, dignitaries, attorneys, court staff, and the public.

Evaluate and recommend new resources to add to the library collection. Purge obsolete and/or unwanted resources, while remaining in compliance of federal and local regulations and policies. Relocate materials to enhance the accessibility and functionality of resources.

Create and maintain accounts in computer-assisted legal research programs such as Lexis, Westlaw, and Bloomberg for newly appointed judges, incoming staff, law clerks, and interns/volunteers. Assist users and troubleshoot account issues. Deactivate accounts for separated staff, law clerks, and interns/volunteers.

Participate in managing and maintaining the content of the CAFC internet and intranet websites, in conjunction with the Clerk's Office, Administrative Services Office, and the Information Technology Office. Perform as an alternate to the Circuit Librarian in posting announcements and making edits to the court website. Perform as an alternate to the technical services librarian in posting opinions and other content. Develop, format, write and/or edit new and existing webpage content. Offer other court units advice and training on the design of externally and internally facing webpages. Provide input to the Circuit Librarian on website and library technology improvements, future requirements, and specifications. Keep abreast of library priorities, policy directions, and management goals. Act as liaison with judges and the courts by serving on committees to represent the library and circuit librarian.

Assist with the coordination and fulfillment of inter-library loan requests. Participate in the planning and execution of library events, such as National Library Week and Constitution Day. Assist with updating visual displays for the Library and the courts. Performs circulation services, as needed, including checking in/out library materials.

Required Qualifications

Candidates must possess:

- a Master's degree in Library or Information Science from an American Library Association (ALA) accredited program, **or**
- a Juris Doctor from an American Bar Association accredited law school with at least one year of law library experience equivalent to the CL-25

AND

- one year of progressively responsible experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, practices and theories of library management at/or equivalent to the CL 27 (GS 11).

Preferred Competencies

- Knowledge of the Federal judiciary, its role, and procedures
- Knowledge of the Federal legislative process and procedures

- Proficiency in the use of online research systems, especially Lexis, Westlaw, Bloomberg, and the Internet
- Skill in working in a Windows environment and skill in the use of Microsoft Office Suite
- Knowledge of webpage content management and editing tools, preferably including LibGuides and Drupal
- Knowledge of integrated library systems or discovery platforms
- Ability to communicate effectively, both orally and in writing, including presenting research results in an organized fashion
- Ability to manage workload to meet deadlines, especially being able to manage both long- and short-term projects simultaneously
- Ability to maintain confidentiality

Application Process and Information

To be considered application packages must include:

1. Cover letter of no more than two pages, wherein the applicant describes the knowledge, skills, abilities, and or experience that would make her/him well qualified to fill this position
2. Résumé outlining educational background, employment history, and other relevant information
3. Completion of online AO-78, Federal Judicial Branch Application for Employment

Once you have the cover letter and resume files (items 1 and 2 above) readily accessible in PDF format, follow the link below to submit your files and complete the online AO-78 (item 3 above):

<https://www.ondemandassessment.com/link/index/JP-VEDMTXQA4?u=116354>

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. 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. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

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). Under 8 U.S.C. § 1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

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