

**Office of the Circuit Librarian – Fifth Circuit Library United States Court of Appeals**

**Job Announcement 2017-1 USCA5LIB**

<b>Position:</b>	<b>Beaumont Satellite Librarian</b>
<b>Position Type:</b>	<b>Full-time, 40 hours per week</b>
<b>Salary Range:</b>	<b>Court Personnel System Classification CL27/28 Full annual salary range: \$48,170 - \$93,831, depending on experience and qualifications.</b>
<b>Closing Date:</b>	<b>Applications will be considered as soon as received, and will continue to be considered until the position is filled.</b>
<b>Location:</b>	<b>Beaumont, TX</b>

**REPRESENTATIVE DUTIES**

- Uses print and electronic resources, performs legal, non-legal research and reference services for judges and their staff, and other court personnel in the service area.
- Provides education and training to court staff on Westlaw, Lexis, Hein Online, and other research resources.
- Develops training materials, research guides, and library promotional materials.
- Works as a team member in coordinating services with other Fifth Circuit libraries.
- Assists with collection development, acquisitions, and inventory control activities for the Beaumont satellite library and service area.
- Utilizes integrated library system to manage acquisitions, performs serial control and prepares management reports.
- Performs interlibrary loan transactions for court personnel.
- The librarian travels to federal courthouses throughout the Eastern District of Texas to manage local library collections.
- Other duties and projects as assigned.

**REQUIRED QUALIFICATIONS**

- M.L.S. degree or equivalent from an ALA-accredited library school.
- Minimum of one year of law library experience.
- Ability to work as a solo librarian. This position will be a mix of reference and technical service duties.
- Excellent organizational, interpersonal, and communications skills.
- Ability to travel as needed.
- Ability to handle occasional moderate to heavy physical activity.
- Applicant must be a United States citizen or eligible to work for the federal government.

## **PREFERRED SKILLS**

- Two years of law library experience.
- Demonstrated skills in reference and legal research using print and electronic resources.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Experience with an Integrated Library System. (SIRSI knowledge a plus)
- Practical experience with technical services, including acquisitions, serial control, and collection development.
- Skill in the development of web-based and other electronic information delivery services.
- Experience working with people at all levels; effective oral and written communication skills.

## **APPLICATION PROCESS**

Please submit cover letter, resume and salary history to:  
(email submission is preferred – as a single PDF only)

**Email: [sue\\_creech@ca5.uscourts.gov](mailto:sue_creech@ca5.uscourts.gov)**

**OR**

**U.S. Court of Appeals, Fifth Circuit Library  
Attn: Sue Creech, Circuit Librarian  
600 Camp Street, Room 106  
New Orleans, Louisiana 70130**

## **BENEFITS AND OTHER INFORMATION**

The [fringe benefits](#) offered to employees of the United States Courts include:

- 13 days paid annual leave per year for the first three years of service.
- 20 days paid annual leave per year after three years of service.
- 26 days paid annual leave per year after 15 years of service.
- 13 days paid sick leave accrued per year.
- 10 paid holidays per year.
- Choice of medical, dental, and vision coverage from a wide variety of plans.
- Life, long-term disability, and long-term care insurance options.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to 401k, with matching \$).
- Pre-tax flexible spending accounts (medical and dependent care).
- Transit/Parking subsidy (subject to the availability of funds).

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or fill the position, without any prior written or other notice.

***Resumes will be screened and only selected applicants will be contacted for interviews.***

**The United States Courts is an Equal Opportunity Employer.**  
*Funding is not available to support interviewee travel or relocation expenses.*