

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

**Job Announcement 2019-3 USCA5LIB**

<b>Position:</b>	<b>Librarian - Catalog</b>
<b>Position Type:</b>	<b>Full-time, 40 hours per week</b>
<b>Salary Range:</b>	<b>Court Personnel System Classification CL 27/28 Full annual salary range: \$48,951 - \$95,388, 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>New Orleans, LA</b>

**REPRESENTATIVE DUTIES**

- Provide support for cataloging, serials processing, catalog maintenance, and physical processing for multiple formats and locations.
- Provide support for the creation, documentation, training, and on-going improvement of cataloging/bibliographic workflows through collaboration with library staff.
- Provide support for enhancing access to print and digital materials.
- Responsible for timely original and complex copy cataloging for library materials in all formats.
- Stay current with cataloging and metadata developments and provide expert advice to the library on providing access to information resources.
- Assists with collection development, acquisitions, and inventory control activities for the library.
- Utilizes integrated library system to manage acquisitions, performs serial control and prepares management reports.
- Assists with stacks management and library collection upkeep.
- Assist with procurement and financial functions for the library.
- Other duties as assigned.

**REQUIRED QUALIFICATIONS**

- M.L.S. degree or equivalent from an ALA-accredited library school.
- Experience cataloging electronic resources and serials/continuations.
- Experience and familiarity with MARC, RDA, LCSH, OCLC and AACR2.
- Minimum of one year of law library experience equivalent to work at a CL-27 level.
- Excellent organizational, interpersonal, and communications skills.
- Applicant must be a United States citizen or eligible to work for the federal government.

## **PREFERRED SKILLS**

- Two years of law library experience.
- 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.
- Ability to travel as needed.
- 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 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.*