

Office of the Circuit Librarian

United States Court of Appeals for the Ninth Circuit

Job Announcement: #2017-1-USCA9Lib

Position:	Assistant Librarian - Anchorage Branch Library Court Personnel System Classification Level: CL-27.
Position Type:	Temporary, four-month appointment. Full-time, 40 hours per week.
Pay Range:	\$53,223 - \$66,526 annual salary rate (expected starting range); \$53,223 - \$86,480 annual salary rate (full range).
Closing Date:	Consideration of applications begins on March 15; position open until filled.
Location:	Anchorage, Alaska.

REPRESENTATIVE DUTIES

- Using print and electronic sources, performs legal and non-legal reference and research services for judges, court personnel, branch libraries, and other library users.
- Provides education and training to court staff on Lexis, Westlaw, the Internet, and print research sources.
- Provides outreach to court staff and assists with library promotion projects.
- Performs interlibrary loan transactions for court personnel.
- Other duties and projects as assigned.

REQUIRED QUALIFICATIONS

- M.L.S. degree or equivalent from an ALA-accredited library school.
- One year of relevant experience.
- Applicant must be a United States citizen or eligible to work for the federal government.

PREFERRED QUALIFICATIONS AND SKILLS

- Three years of library work experience with at least one year in a law library setting.
- Demonstrated skills in reference and legal research using print and electronic resources.
- Practical experience in training and outreach for library programs.
- Skill in the development of web-based and other electronic information delivery services (SharePoint preferred).
- Experience with an Integrated Library System (Sirsi Unicorn preferred).
- Ability to work with presentation software and multimedia programs.
- Demonstrated ability to multi-task and perform functions requiring a high degree of accuracy and careful attention to detail.
- Experience working with people at all professional levels; effective oral and written communication skills.
- Ability to handle occasional moderate to heavy physical activity.

APPLICATION PROCESS

For application requirements and additional information, please visit the Employment page on our website at: <http://www.ca9.uscourts.gov/library/employment/>.

Note: When the selection process is completed, all applicants will receive notification.

BENEFITS AND OTHER INFORMATION

Benefits include: paid annual and sick leave; automatic enrollment in direct deposit of earnings; and optional enrollment in health benefits with a partial government paid share.

The Ninth Circuit Library reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

The applicant selected for this position is subject to a background check which includes fingerprinting.

The Court of Appeals is an Equal Opportunity Employer