



# United States Court of Appeals for the Sixth Circuit

## Librarian

Vacancy Announcement No. 16-08

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### ABOUT THE COURT

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear appeals from the district (trial) courts located within their circuit, as well as appeals from decisions of federal administrative agencies. Headquartered in Cincinnati, the Court serves Kentucky, Michigan, Ohio, and Tennessee. For more information about the federal court system, please visit: [www.uscourts.gov](http://www.uscourts.gov). For more information about the Sixth Circuit, please visit: [www.ca6.uscourts.gov](http://www.ca6.uscourts.gov).

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### POSITION INFORMATION

**Location:** Cincinnati, Ohio

**Salary:** \$58,987 - \$95,898 (CL-28)

*Salary commensurate with qualifications in accordance with U.S. Court Guidelines*

**Tour of Duty:** Full-Time

**Opening Date:** November 4, 2016

**Closing Date:** The position will remain open until filled. To ensure consideration, applications must be received by the close of business on November 30, 2016.

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### POSITION OVERVIEW

The Sixth Circuit library system serves all federal judges and court staff in the four states of the Circuit. It consists of a headquarters library in Cincinnati and six satellite libraries. This position is based in the Cincinnati library and reports to the Circuit Librarian. The Librarian serves judges in Cincinnati and Dayton, and maintains the library collections in those locations.

As a member of the reference team, the Librarian provides in-depth research assistance to judges and court staff in coordination with other library staff. The Librarian also contributes to current awareness services. The Librarian participates in a range of other activities, including: coordination of computer-assisted legal research passwords, training in research sources and methods, and promoting the library through websites, electronic communications, and publications.

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## QUALIFICATIONS

### Required

- MLS (ALA-accredited) or JD (ABA-accredited)
- A minimum of one year of law library experience
- Proficiency in using online research systems (including LexisNexis, Westlaw, and the internet) and in-depth familiarity with print and electronic legal research resources and library systems
- Excellent communication skills, both oral and written, strong organizational skills, and superior customer service skills
- Flexibility and ability to manage a variety of tasks and projects concurrently
- For those already employed in the federal system, at least one year of experience at or equivalent to CL-27

### Preferred

- Three years of professional law library experience
- Demonstrated ability to write original content for newsletters and marketing materials
- Proficiency in researching case, statutory, and administrative law, and compiling federal and state legislative histories
- Familiarity with electronic publishing and web page design
- Familiarity with trends in legal research and technology

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## BENEFITS

Employees of the U.S. Courts are not classified under the civil service; however, they are entitled to the same benefits as other Federal employees. Benefits include: health, dental, vision, life, long term care and long term disability insurance, annual and sick leave, paid holidays, retirement, and the judiciary's supplemental benefits. For additional information about benefits with the federal judiciary, visit [www.uscourts.gov/careers](http://www.uscourts.gov/careers).

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## CONDITIONS OF EMPLOYMENT

Applicant must be a United States citizen or eligible to work in the United States. Positions with the United States Courts are considered "at will" and are not subject to the employment regulations of competitive service. Appointment to position is provisional pending suitability determination by the court based on results of a background check. . Employees are subject to the [\*Judicial Code of Conduct for Judicial Employees\*](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. The Court of Appeals is an Equal Opportunity Employer.

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## APPLICATION PROCEDURE

Submit a letter of application emphasizing experience relevant to the position, detailed resume, including certification(s) and credentials, salary history, and list of three professional references to the Human Resources Office at: [ca06-humanresources@ca6.uscourts.gov](mailto:ca06-humanresources@ca6.uscourts.gov) or Human Resources Manager, United States Court of Appeals for the Sixth Circuit, 100 East Fifth Street, Room 503, Cincinnati, Ohio, 45202. Applications should be submitted to the Human Resources Office on or before November 30, 2016. The Court will communicate only with those applicants selected for an interview.