The United States Courts for the Sixth Circuit is seeking a Librarian to join our team.

**Position Summary**

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, five staffed satellite libraries, and three unstaffed satellite libraries. This position is based in the Cincinnati, Ohio library and reports to the Circuit Librarian in Cincinnati. The Cincinnati Librarian maintains the Cincinnati library and supports judges in Cincinnati and indirectly supports judges throughout the Sixth Circuit. Periodic travel to off-site locations may be required.

The incumbent provides in-depth research assistance to judges and court staff in coordination with other library staff; contributes to library current awareness services; coordinates interlibrary loans; trains in research sources and methods; assists in promoting the library through websites, electronic communications, and publications; and acts as backup for law book procurement.

**Qualifications**

**Required:** Master of Library Science (ALA-accredited) or Juris Doctor (ABA-accredited). One year of professional law library experience. Proficiency in using electronic research systems, including Lexis Advance, Westlaw, and Bloomberg Law. Extensive experience with print and electronic legal research resources and library systems. Excellent communication skills, both oral and written, strong organizational skills, and demonstrated customer service skills. 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:** Experience researching Ohio case, statutory, and administrative law. Experience creating and updating current awareness services in various electronic formats, including email, intranets, and blogs. Experience with procurement operations. Experience with basic cataloging.
Total Rewards and Work/Life Balance

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

**Compensation:** $63,794 – $103,720 (CL 28) (*Salary commensurate with qualifications)*

**Benefits:** Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site gym. Federal retirement entails an employer sponsored pension plan (FERS-FRAE) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees.

**Work/Life:** Time off - 13 vacation days, 13 sick leave days, and 10 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

How to Apply

Please submit a single PDF application packet that includes 1) a cover letter detailing your qualifications and experience performing the representative duties, and 2) current resume to the Director of Human Resources at ca06-humanresources@ca6.uscourts.gov

To ensure consideration, applications must be received by April 30, 2020. Video interviews available.

Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Selectees are subject to a background investigation and fingerprinting and are provisionally hired pending results of the background investigation. Employees are required to adhere to the Judicial Code of Conduct for Judicial Employees. Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit www.uscourts.gov/careers.

The Court of Appeals is an Equal Opportunity Employer and values diversity in the workplace.