



WILLIAM J. CAMPBELL LIBRARY

United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2023-13
8/1/2023

POSITION VACANCY

- Position:** ASSISTANT LIBRARIAN
- Location:** Milwaukee, Wisconsin
- Salary Range:** CL 27-01 to CL 28-61 (\$57,752- \$112,545) depending upon experience and educational qualifications.
- Closing Date:** Priority given to applications received by August 25, 2023. Position open until filled.

Position Overview:

Job Summary

The Libraries of the U.S. Courts for the Seventh Circuit includes a headquarters library in Chicago and four branch libraries located in Milwaukee, Madison, South Bend, and Indianapolis. The Assistant Librarian position is in the Milwaukee location and works closely with the Wisconsin Librarian and Library Technician. The incumbent is part of a team providing library services, information, and materials to judges and judiciary staff throughout the Seventh Circuit. The successful candidate will provide research assistance and group and individual training on research resources to federal judges and court staff. The incumbent also manages and maintains the Wisconsin library collections. The library is used by members of the bar and the public.

Representative Duties:

- Provide legal and non-legal research assistance and instruction both in-person and virtually.
- Participate in public relations and outreach efforts.
- Participate in collection development.
- Take an active role in promoting library services and resources to judges, law clerks, and court staff.
- Contribute to newsletters, research guides and web pages for patrons.
- Telework as determined by the needs of the Court and/or library management.
- Occasional travel to other libraries or courthouses within the Circuit.
- Other duties or special projects as assigned.

Required Qualifications:

- Master's degree in Library Science (MLS) from an ALA accredited school of Library or Information Science.
- A minimum of one year of experience in a law library performing research services.
- Demonstrated teaching experience, in an online environment or in-person instruction.
- Excellent oral and written communication skills and strong customer service orientation.
- Ability to travel and telework when necessary or assigned.
- Exhibit professionalism by being reliable, timely, flexible, and collegial.
- Ability to work an 8-hour day between 8:30am-5:00pm (Mon-Fri.).

Preferred Qualifications:

- A law degree from an accredited law school.
- At least two years of law library experience.
- Experience with an Integrated Library System (SIRSI preferred).
- Bluebook citation knowledge.

Benefits:

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FGLI), Flexible Benefits Program, and Dental and Vision Insurance. Limited telework options are available. Information can be found on the court's website under Human Resources at:

www.ca7.uscourts.gov.

Application:

Consideration will only be given to those individuals who apply through the court's online applicant tracking system and provide a resume and cover letter.

<https://www.governmentjobs.com/careers/uscourtsilnd/7thcircuitcoa>

Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. Travel expenses for interviews cannot be reimbursed.

Please note that this position is covered by the Fair Chance Act and does not require that applicants provide criminal history information prior to receiving any conditional offer of employment. All information provided by applicants is subject to verification and background investigation.

The selected candidate will be subject to an FBI fingerprint check as a condition of employment and may be subject to periodic updates. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

**THIS OFFICE IS AN EQUAL OPPORTUNITY
EMPLOYER**