



United States Court of Appeals for the Sixth Circuit

SATELLITE LIBRARIAN

Louisville, KY Full-Time
\$63,467 - \$103,208*

About the Court

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

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

The United States Courts for the Sixth Circuit is seeking a Satellite 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 Louisville, Kentucky, library and reports to the Circuit Librarian in Cincinnati, Ohio. The Louisville Satellite Librarian maintains the Louisville library while supporting judges' chambers throughout Kentucky. Periodic travel to off-site locations is required.

The incumbent provides in-depth research assistance to judges and court staff in coordination with other library staff; contributes to current awareness services, coordinates interlibrary loans, trains in research sources and methods; and assists other librarians in digitization projects and promoting the library through websites, electronic communications, and publications. The incumbent may supervise a library technician.

Position Qualifications

Required: Master of Library Science (ALA-accredited), Master of Library Information Science (ALA-accredited) or Juris Doctor (ABA-accredited). One year of professional law library experience. Proficiency in using electronic research systems, including Bloomberg Law, Lexis+, and Westlaw Edge. 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 Kentucky case, statutory, and administrative law. Experience creating and updating current awareness services in various electronic formats, including email, intranets, and blogs.

**COMPETITIVE
TOTAL
REWARDS**

**ENJOY
WORK/LIFE
BALANCE**

Compensation*: \$63,467 - \$103,208 (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 fitness center. 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. To learn more about the Judiciary's competitive benefits, visit www.uscourts.gov/careers/benefits.

Work/Life: Time off - 13 vacation days, 13 sick leave days, and 11 paid holidays. Vacation days increase to 20 days after three years and to 26 days after fifteen years. Hybrid telework schedule may be available.

HOW TO APPLY

Please submit a single PDF application packet to humanresources@ca6.uscourts.gov that includes 1) a cover letter detailing your qualifications and experience performing the representative duties, and 2) current resume. To ensure consideration, applications must be received by February 7, 2022.

CONDITIONS OF EMPLOYMENT

The selected candidate is provisionally hired pending results of background check and fingerprinting. Employees are required to adhere to the *Judicial Code of Conduct for Judicial Employees*. Electronic Fund Transfer for payroll direct deposit is required. For citizenship requirements, visit www.uscourts.gov/careers. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. The Court reserves the right to modify the conditions of this position announcement, or to withdraw the announcement, for any reason and may occur without prior written or other notice.