

**Library Assistant**  
**\$47,619 - \$77,420 (CL 25)\***  
**Location: Phoenix, AZ**



### **Position Overview**

The Ninth Circuit Library system serves all the federal courts within the jurisdiction of the Ninth Circuit, including more than 400 judges in the Circuit, district, and bankruptcy courts. The Library system includes a headquarters library in San Francisco and over 20 staffed branch locations, with at least one in each district that we support.

The Library Assistant is based in the Sandra Day O'Connor U.S. Courthouse in Phoenix, Arizona and assists the Phoenix Branch Librarian with library operations, including both public and technical library services. Under the direction of the Branch Librarian, the Library Assistant will manage maintenance of the library's print collection and will also serve as a point of contact for the judges and court staff in Phoenix as well as for other visitors to the Phoenix branch library. In addition, the successful candidate may also regularly travel to Tucson and occasionally travel to other library locations within the Ninth Circuit to assist with collection maintenance and to provide public services support.

### **Representative Duties**

- Provide resource assistance to library visitors.
- Library stack maintenance, including shelving, shifting, and discarding books and shelf-reading.
- Process new books and library materials (checking in, filing, etc.).
- Assist with Library database password management (Westlaw, Lexis, etc.).
- Assist with basic research and other services to court staff.
- Facilitate interlibrary loans, including conducting online searches to arrange for interlibrary loans.
- Communicate professionally and with decorum to court staff and non-court staff visitors.
- Possible work developing and contributing to regular newsletters
- Possible regular travel to Tucson and occasional travel to other Ninth Circuit Library locations.
- Other duties and projects as assigned.

### **Required Qualifications**

- High School Diploma or equivalent.
- Two years of specialized experience in library, legal, or government fields.
- Familiarity with Library of Congress Call Number system.
- Effective oral and written communication skills.
- Ability to work independently and in a team environment; demonstrated, proactive, problem-solving approach and critical thinking skills; excellent communication and interpersonal skills; strong customer service ethic; ability to understand and apply

established rules and procedures; flexibility, strong organizational skills and attention to detail.

- Resourcefulness and ability to devise creative solutions to problems.
- Ability to handle occasional moderate to heavy physical activity.

### **Preferred Qualifications**

- Two years of progressively responsible library experience.
- Law library experience.
- Bachelor's Degree from an accredited college or university.
- Experience with an Integrated Library System, SIRSI preferred.

### **Total Rewards**

- \*Salary: depending on qualifications and experience; with promotion potential to CL-26.
- Time off: 13 days of paid vacation for the first three years, increasing with tenure thereafter, 13 sick days accrued per year, 11 paid holidays.
- Benefits:
  - Federal pension plan and optional employer-matching Thrift Savings Plan (similar to a 401K).
  - Choice of a variety of employer-subsidized federal health and life insurance plans. Optional dental, vision, and long-term care coverage.
  - Flexible spending account to pay out-of-pocket health and dependent care expenses with tax-free dollars.
- Other Perks: Eligibility for Public Service Loan Forgiveness Program, public transit subsidy, alternate work schedules, and reasonable work hours.

### **How to Apply and Required Documents**

Please submit a **single PDF** file through the Court's [Career Portal](#) that includes:

- (1) cover letter,
- (2) resume, and
- (3) at least three references

Only complete applications will be considered.

### **Next Steps**

- Priority given to applications received by October 2, 2023
- Position open until filled

### **Conditions of Employment**

Must be a U.S. citizen or permanent resident in the process of applying for citizenship. Successful applicants are provisionally hired pending results of background investigation and fingerprinting. Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Employees are required to adhere to the [Code of Conduct for Judicial Employees](#). Direct deposit of pay required.

The court requires all its employees to be vaccinated and boosted against COVID 19 absent an exemption from the requirement based on a documented medical reason or a sincerely held religious belief.

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, for any reason including, but not limited to, budgetary issues. Said modifications may occur without prior written or other notice.

**Equal Focused Employer**

We value diversity and are committed to equity and inclusion in our workplace. The 9<sup>th</sup> Circuit encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, and socio-economic circumstance.