

Office of the Circuit Executive
United States Courts
for the
District of Columbia Circuit

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CIRCUIT LIBRARIAN

Vacancy Announcement Number USCA 07-14

Position Description - The Circuit Librarian manages a library system to serve the judges and court personnel of the United States Courts for the District of Columbia Circuit including the U.S. Court of Appeals, the U.S. District Court, and the U.S. Bankruptcy Court. Responsibilities include long-range planning, policy and budget development and implementation, library automation, acquisitions of legal materials, planning and managing library space and facilities, and legal research. The Circuit Librarian manages a staff of professional, administrative, and technical employees, including recruitment, selection, and development of staff.

Qualifications - Must have a comprehensive understanding of library operations and systems, be proficient in all aspects of legal research, and have a strong service orientation. Excellent analytical, organizational, interpersonal, and communication skills are required. Must also have a minimum of seven years of progressively responsible law library experience, and five years of supervisory and management experience.

Education - M.L.S. or equivalent from an ALA-accredited school of library/information science is required.

Salary - JSP 15/16 (\$110,363 - \$154,600) depending on qualifications

Application Process - Submit cover letter, resume, salary history, and writing sample to:

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Vacancy announcement open until filled.