



United States Courts of the District of Columbia Circuit

Career Opportunity

Technical Services Librarian (Archives and Civics Specialist)

Announcement #: USCA-25-11

Location: Washington, D.C.

Grade/Salary: CL-27 (\$67,660-\$110,012) to CL-28 (\$81,117-\$131,826). Salary is commensurate with experience and qualifications.

Opening Date: June 2, 2025

Closing Date: Open until filled. To ensure consideration, please submit documents by June 27, 2025.

Position Overview

The Circuit Library of the D.C. Circuit is comprised of one headquarters library located in Washington, D.C. The Technical Services Librarian provides technical, operational, and customer service support in the equally weighted functions of archival work and civics education outreach. Secondary, but additional responsibilities entail legal resources procurement, information discovery, creation of digital repositories, evaluation and implementation of emerging technology products, and creation of both traditional and innovative interactive user services, for the purpose of maintaining a well-organized and accessible court library system in the circuit. The Circuit Library serves the judges, law clerks, and court units in the U.S. Court of Appeals, the U.S. District Court, and the U.S. Bankruptcy Court for the District of Columbia. This is a full-time, permanent position.

Representative Duties

- Designs, manages and maintains the circuit's archival program.
- In conjunction with other court staff, assists in the design and execution of the circuit's civics education program.

- Manages subscriptions and prepare orders for the purchase of materials, based on collection development decisions of the Circuit Librarian and federal procurement rules.
- Resolves acquisition issues, assists in the management of contracts, and coordinates with vendors.
- Monitors the library's SirsiDynix Integrated Library System to ensure the integrity of the system's data and the timely generation of accurate reports. When necessary, manages periodic system upgrades and troubleshoots occasional system errors.
- Adopts and maintains discovery systems.
- Improves user discoverability, staff usability, and intelligent collection development statistics.
- Builds interactive experiences through websites, mobile apps, branded email, and electronic and physical newsletters.
- Creates digital repositories.
- Creates and manages metadata for digital collections.
- Maintains current awareness of new and emerging technology resources to support the research and procurement functions of the Circuit Library.
- Evaluates emerging technology and electronic products (including value of content, usability, and technical requirements) and makes recommendations to the Circuit Librarian.
- Assists the Circuit Librarian in the delivery of digital services to all library users and library staff. Advises on aspects of digital delivery needs, objectives, and capabilities.
- As assigned by the Circuit Librarian, directs special digital projects, which includes addressing any unique issues related to digital products and services. In consultation with the Circuit Librarian, assists with the library's intranet presence for the circuit.
- Provides advice on the development of judiciary-wide policies by serving on various working groups and/or focus groups.
- Assists the Circuit Librarian with designing and managing the library's current awareness services.
- Assists with filing and maintenance of legal looseleaf resources.
- Performs all other tasks as assigned by the Circuit Librarian.

Required Qualifications

- CL-27: Applicants must have an MLS/MLIS from an ALA accredited library school, a minimum of 1-2 years of successful library experience, one year of research experience.
- CL-28: Applicants must have an MLS/MLIS from an ALA accredited library school, a minimum of 2-5 years of progressively responsible and successful law library experience focused on archival work, and which includes at least one year equivalent to work at a CL-27 level.
- A comprehensive understanding of library operations and ILS systems, with a focus on the SirsiDynix ILS product or a similar integrated library system.
- Knowledge about library technical services, particularly as they relate to archival systems.

- Knowledge of current procurement principles and best practices.
- Knowledge of legal research resources and legal bibliography.
- Knowledge of discovery products and other digital products relevant to the successful operation of a law library.
- Excellent analytical skill, oral and written communication skills, strong interpersonal skills, and a committed customer-service orientation.
- Effective training and teaching skills, utilizing both virtual programs and in-person training techniques.
- Experience working with web design and electronic publishing software.
- Ability to handle occasional lifting up to 15 pounds.

Desirable Qualifications

- A MLS/MLIS degree which has an archival specialization.
- A second degree in Education.
- A second degree or certification in computer programming, web design, graphic design, or any other related technical area.
- Knowledge of the federal judiciary's financial accounting system (JIFMS).
- Experience with SharePoint.

Conditions of Employment

Applicants must be a United States citizen or eligible to work in the United States. Employees of the federal courts are excepted service appointments. Excepted service appointments are “at will” and may be terminated with or without good cause by the Court. All applicant information is subject to verification. The candidate selected for the position will be hired provisionally pending the results of a background investigation. Direct deposit of pay is required. Information about benefits is available at www.uscourts.gov/careers/benefits.

Application Process

Submit by e-mail to the Circuit Librarian, a cover letter and a detailed resume. Email a single PDF attachment sent to VacancyArchivesCivicsSpecialist@cadc.uscourts.gov with the job announcement number (USCA-25-11) in the subject line of the email. Because of the anticipated large volume of applications, only those candidates who will be interviewed will be contacted. Position is open until filled, but preference will be given to resumes received by June 27, 2025.

The United States Court of Appeals for the District of Columbia Circuit is an Equal Opportunity Employer