



## United States Court of Appeals for the Sixth Circuit

### ASSISTANT LIBRARIAN

Detroit, MI Full-Time

\$54,565 – \$88,728\*

#### About the Court

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear 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.

Are you an information professional with a passion for providing high-quality legal research to a diverse customer base? The United States Courts for the Sixth Circuit is seeking two Assistant Librarians to join our team in Detroit, Michigan. This library serves over 50 circuit, district, bankruptcy, and magistrate judges and approximately 700 employees.

#### Position Summary

The Assistant Librarian performs professional, technical, and research services for both internal and external library customers. The major responsibilities and duties of this position include:

- Provide research and reference services to judges, chambers staff, court personnel, and other users of the library. Utilize both print and electronic sources to locate and identify information, compile legislative histories, conduct literature searches, and provide other specialized research support. Coordinate interlibrary loans.
- Work as a team member to research and monitor newspapers, blogs, and other news outlets and contribute to daily circuit-wide current awareness services.
- Work as a team member to promote library services through websites, electronic communications, and digital and print publications.
- Provide education, training, and orientation programs for judges, chambers, and court staff in research sources and methods. Assist with the preparation of library publications in both print and electronic formats, such as newsletters, guides to library services, bibliographies, and reading lists.
- Assist with collection development and resource selections. Assist with evaluating, reviewing, selecting, and deselecting resource materials, including both print and electronic formats.
- Work as a team member in library digitization projects.
- Assist the supervising librarian with a variety of administrative duties.

## Qualifications

**Required:** Master of Library Science (ALA-accredited) or Juris Doctor (ABA-accredited). One year of law library experience. Proficiency in using electronic research systems, including Lexis Advance, Westlaw, and Bloomberg Law. Demonstrated experience with print and electronic legal research resources and library systems. Demonstrated skills in reference and legal research. 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. Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail. Ability to occasionally travel to court locations.

**Preferred:** Familiarity with electronic publishing and basic web page design. Experience with researching Michigan case, statutory, and administrative law.

## Total Rewards and Work/Life Balance

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

**Compensation:** \$54,565 – \$88,728 (CL 27) (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 gym available. Federal retirement consists of an employer sponsored pension plan (FERS) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees.

- **Work/Life:** Paid time off accrual of 13 vacation days, 13 sick days, and 10 paid holidays per year. Vacation days increase to 20 days after three years and to 26 days after fifteen years.

## How to Apply

Please submit a single PDF application packet to [ca06-humanresources@ca6.uscourts.gov](mailto:ca06-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 October 21, 2019.

**Interviews are tentatively scheduled for the week of October 28 in the Detroit Courthouse.**

## Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Selectees are subject to a background check and fingerprinting and are provisionally hired pending results of the background check. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit [www.uscourts.gov/careers](http://www.uscourts.gov/careers).

\*Salary commensurate with qualifications.

The Court of Appeals is an Equal Opportunity Employer and values diversity in the workplace.