

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

June 4, 2019

Reference No.: FY 19-28

Position Title: Senior Research Librarian
Location: Headquarters Library, New York, NY
Salary Range: CL 28/23 – CL 29/40 (\$84,379 - \$114,794)
Salary commensurate with experience, qualifications, and education
Closing Date: Open Until Filled

Are you a super sleuth research librarian born to search? Do you strive to find data and that one last piece of the puzzle to help your clients exceed and achieve? Do you enjoy leveraging new tools and tech, and teaching others how to as well? If so, please consider applying for the position below and becoming an important member of the United States federal judiciary.

The United States Court of Appeals for the Second Circuit is seeking creative and innovative applicants to serve as Senior Research Librarian. This senior researcher will join a dynamic library staff that provides the highest level of service and support to federal judges and court staff.

The Senior Research Librarian develops and manages library services, websites, newsletters, and other materials to promote research services; provides substantive content and participates in programs pertaining to research and civics education; oversees collection development and migration to electronic resources; works with print and digital media vendors; establishes networks with neighboring law libraries; and supervises and provides research pertaining to special projects involving new media, court history, and civics outreach and education. The Senior Research Librarian will report to the Deputy Circuit Librarian.

ABOUT THE SECOND CIRCUIT LIBRARY: The Second Circuit Library provides research services to over 200 circuit, district, magistrate, and bankruptcy judges; and over 2,000 court staff. The Library currently employs 25 staff members circuit-wide and maintains six staffed branch libraries in New York, Connecticut, and Vermont. The Senior Research Librarian will be stationed at the Circuit's Headquarters Library located in the historic Thurgood Marshall United States Courthouse. For more information about the Second Circuit, please visit <http://www.ca2.uscourts.gov>.

POSITION OVERVIEW: The Senior Research Librarian primarily oversees research work and supervises staff at the Circuit's Headquarters Library.

The Senior Research Librarian develops, manages, and expands library services, websites, newsletters, and other materials to promote research services; provides substantive content and participates in programs pertaining to research and civics education; oversees collection development and migration to electronic resources; works with print and digital media vendors; establishes networks with neighboring law libraries; and supervises and provides research pertaining to special projects involving new media, court history, and civics outreach and education. The Senior Research Librarian will report to the Deputy Circuit Librarian.

RESPONSIBILITIES:

- Provide senior-level research expertise and distill and present research work product in a concise, professional manner;
- Ensure research services are effectively promoted; develop strategies to increase knowledge flow and accessibility of information;
- Apply deep professional knowledge to achieve high quality research services and to ensure department is operating at full potential;
- Investigates and implements new technologies and systems relevant to research services;
- Provides substantive content for training and education materials;
- Develops and provides guidance for collection development and maintenance;
- Other duties and projects as assigned.

REQUIRED QUALIFICATIONS:

- Master's degree in Library or Information Science from an ALA-accredited program; Juris Doctor from an ABA-accredited law school is preferred.
- Minimum of three years of professional law library experience, including one year of supervisory responsibilities.
- Substantial legal research skills utilizing print, Westlaw, Lexis, and other digital resources.
- Demonstrated teaching ability.
- Excellent analytical, organizational, interpersonal, verbal, and written communication skills.
- Evidence of teamwork, strong service and work ethic, creativity, initiative, and flexibility.
- Comprehensive understanding of library operations and management concepts, including experience with OCLC, SirsiDynix, or a similar integrated library system.
- Occasional travel is required.

BENEFITS: 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 10 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). On-site fitness center and cafeteria. Public transportation subsidy (budget dependent). For more information about the Second Circuit, please visit www.ca2.uscourts.gov.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a background investigation. Direct deposit of pay is required.

TO APPLY: Please submit a cover letter and resume as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line: Senior Research Librarian, Reference No. FY 19-28. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname** Only candidates selected for an interview will be notified and must travel at their own expense. Interested applicants are strongly encouraged to apply immediately.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.