

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

March 28, 2023

Reference No.: FY 23-23

Position Title: Library Intern
Location: Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY
Salary Range: \$18 to \$22 per hour
Depending on experience and qualifications
Closing Date: April 30, 2023
Expected Start Date: May 22, 2023

Our library handles more than traditional collection, preservation, and dissemination of information-- much more. An ideal applicant will not only have specialized competency as a cataloger, but also has an awareness of issues, standards, trends, and current best practices regarding a wide range of methods for data collection and its use. Mainly we are seeking candidates with strong organizational, writing and communications skills to participate in a variety of projects to improve access and increase use of the Court's research materials.

POSITION OVERVIEW: Someone in a library school program or recent graduate with:

- Experience providing research services.
- Experience working in interactive digital learning environments and with collaborative tools.
- Understanding of web accessibility issues and familiarity with accessibility standards and validation tools.
- Background or an interest in legal materials and legal research.

REQUIRED QUALIFICATIONS: The position requires a college diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (i) one year (30 semester or 45 quarter hours) of education beyond high school; or (ii) one year of general work experience involving the organization of information or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Applicants must be able to work at least 20 hours per week from Monday through Friday, 8:30am - 5:00pm, for a total of six weeks. More than one position may be filled. This position may be extended.

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. All interns are subject to strict confidentiality requirements. The candidate(s) selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay required. All employees must be fully vaccinated against COVID-19, absent an approved medical or religious exemption, and submit proof of full vaccination prior to start.

TO APPLY: Please submit a cover letter and resume **as a single PDF** by email to resumes@ca2.uscourts.gov, subject line: “Librarian Internship, Reference No. FY 23-23.” Your cover letter should include your summer availability and best means of contacting you. A sample of your work product is welcomed, but not required. However, please limit writing samples to 5 pages. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

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