

**UNITED STATES COURTS LIBRARIES  
FOR THE FIRST CIRCUIT**

**Associate Circuit Librarian**

**Job Announcement:** #24-3

**Position Type:** Full-time, Permanent.

**Location:** John J. Moakley U.S. Courthouse, Boston, MA

**Salary:** CL 28 to CL 29 (\$78,571 - \$151,882) per annum  
\*Starting salary is anticipated to be in the low to middle portion of the range listed above, depending on the qualifications and experience of the successful candidate.

**Closing Date:** March 20, 2024

**Organization:** The libraries of the United States Courts for the First Circuit seek applications for the position of Associate Circuit Librarian. The First Circuit Libraries provide services to the judges and staff of the U.S. Court of Appeals for the First Circuit, and the U.S. District and Bankruptcy Courts for the Districts of Maine, Massachusetts, New Hampshire, Rhode Island, and Puerto Rico. In addition, the libraries provide programming support to the Stephen G. Breyer Community Learning Center on Courts and the Constitution, located in the Headquarters Library in Boston, Massachusetts. The Associate Circuit Librarian will be stationed in the Headquarters Library in Boston. Satellite libraries are located in New Hampshire, Rhode Island, and Puerto Rico.

**Duties and  
Responsibilities:**

The Associate Circuit Librarian reports directly to the Circuit Librarian and is a member of the Circuit Library's team serving all judges and judiciary staff in the First Circuit. The Associate Circuit Librarian provides specialized knowledge in the areas of library supervision, administration, systems, acquisitions, planning and budget, and research and reference. Representative duties include, but are not limited to:

- Collaborating with the Circuit Librarian in the formulation, assessment, and implementation of office policies, practices, and procedures.
- Supervising, training, and developing library staff in the Boston Headquarters Library.
- Managing acquisitions of print and electronic research resources for the library, judges' chambers, and court units. Reviewing and assessing library collections circuit-wide and making recommendations for efficiencies.
- Participating in the development of spending plans and budgets for print and electronic research resources, in consultation with the Circuit Librarian.
- Facilitating and participating in the development of the newly created First Circuit Breyer Learning Center. Ensuring the development and execution of civic education programs and content, to increase the understanding of the principles and history of the Federal Judiciary and the First Circuit among local teachers, students, and members of the public.
- Performing legal and non-legal research and reference services, using print and electronic sources, for judges, chambers staff, members of the Bar, and the public.
- Overseeing library staff who perform contracting duties, procure legal resources, and manage, track, and maintain subscriptions.
- Investigating and enacting best practices for library procurement, ensuring appropriate rules and guidance are followed.

**Special Notice:** The First Circuit Library is a hybrid work environment. The selected candidate will be required to report to the office several days per week, depending upon office needs.

**Qualifications:** **Minimum Qualifications:**

- Candidates must have a minimum of three years of specialized library experience in total, preferably in a law library setting. Two of the three years of experience should include library technical services responsibilities.
- A Master of Library or Information Science degree is required. A Juris Doctor (JD) degree may be substituted for the required Master's degree.

**Additional Qualifications:**

- Excellent oral and written communication skills are essential. The successful candidate must have the ability to use tact and sound judgment to deal effectively with judges, court unit executives, and other senior managers.
- Applicants must demonstrate well-developed organizational and time-management skills, along with a proven ability to prioritize multiple demands and meet established deadlines and commitments. Applicants must also demonstrate flexibility and the ability to adapt to unanticipated office needs.
- Experience with integrated library systems, such as SirsiDynix ILS or a similar system, is preferred.
- The successful candidate must have the ability to work both independently, with limited supervision, as well as in a team environment.
- Knowledge of legal resources and a high proficiency in legal terminology and research using print and digital resources, including Westlaw and Lexis, is preferred.

**Benefits:** Federal benefits for this position include paid vacation and sick leave, health benefits, life insurance, and flexible benefits programs. Federal Judiciary employees are eligible to participate in the Public Service Loan Forgiveness (PSLF) Program. Further details regarding benefits can be found here:  
[Benefits | United States Courts \(uscourts.gov\)](https://www.uscourts.gov/benefits)

**Background Check:** The successful candidate is subject to a background check or investigation, which includes an FBI fingerprint check, as a condition of employment. Employee retention depends upon a favorable suitability determination.

**How to Apply:** Submit the following documents: (1) cover letter, (2) resume, and (3) a signed and completed AO-78, Application for Federal Judicial Branch Employment (version dated 12/21) to:

George Taoultides  
Circuit Librarian  
First Circuit Library  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 9400  
Boston, MA 02210

Electronic submission of application materials is strongly preferred. Email complete application materials, **in pdf format only**, to: [ca01\\_ljobs@ca1.uscourts.gov](mailto:ca01_ljobs@ca1.uscourts.gov)

The application form (AO-78) is available at <http://www.ca1.uscourts.gov/sites/ca1/files/AO078.pdf> The AO-78 must be signed and filled out completely. Attaching a resume in lieu of the AO-78 or answering the questions on the AO-78 by simply referencing an attached resume is not sufficient. If the AO-78 is filled out electronically and submitted by email, the fillable form must be resaved and submitted as a non-fillable pdf before submission; otherwise the form will appear blank.

**Note:** Applications that do not include all requested information will be deemed incomplete and will not be considered.

**Additional Conditions of Employment:**

An applicant must be a United States citizen or permanently eligible to work in the United States. The Federal Financial Management Reform Act requires direct deposit of federal wages. All court employees are required to adhere to a Code of Conduct. Successful completion of a six-month probationary period is required. All Court of Appeals employees are "*at will*" employees and serve at the pleasure of the Court. The Court will only communicate with those qualified individuals who will be invited for an interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. If a subsequent vacancy of the same or similar characteristics to this position becomes available within a reasonable time of the original announcement, the Court may elect to select a candidate from the original qualified applicant pool.

**EQUAL OPPORTUNITY EMPLOYER**