

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

Library Technician

Job Announcement: #21-9

Position Type: Full-time, Permanent

Location: First Circuit Satellite Library - Puerto Rico
Federico Degetau Federal Building - San Juan, PR

Salary: CL 25 (\$42,747 - \$69,462; plus 3.13% Cost of Living Allowance) per annum
Depending on qualifications and experience

Closing Date: March 28, 2021

Organization: The Libraries of the United States Courts for the First Circuit seek applications for the position of Library Technician. 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. The Library Technician will be stationed in the Satellite Library in San Juan, Puerto Rico. The Headquarters Library is located in Boston, Massachusetts. Satellite libraries are located in New Hampshire, Rhode Island, and Puerto Rico.

Duties and

Responsibilities:

The Library Technician reports directly to the Satellite Librarian in San Juan, Puerto Rico and is a member of the Circuit Library's team of librarians and support staff serving all judges and judiciary staff in the First Circuit. The Library Technician performs administrative and technical support duties for the San Juan Satellite Library, which provides all library services, information, and materials required by the federal circuit, district, magistrate, and bankruptcy judges within the District of Puerto Rico, as well as all court staff, Probation and Pretrial Services Officers, members of the bar, and the general public. Representative duties include, but are not limited to:

- Processing incoming subscription materials, including government documents.
- Maintaining currency of library materials by labeling, organizing, shelving, and filing.
- Assisting in the procurement of library materials.
- Performing general collection and stack maintenance duties.
- Receiving and processing incoming mail.
- Assisting library visitors at the reference desk.
- Performing other duties as assigned.

Qualifications:**Minimum Qualifications:**

- Candidates must possess a bachelor's degree from an accredited college or university and a minimum of one year of specialized library experience, preferably in a law library setting.
- Fluency in English and Spanish is required.
- Proficiency with Microsoft Office applications, such as Word, Excel, Teams, and Outlook, is required.

Additional Qualifications:

- Knowledge of legal resources and a high proficiency in legal terminology and research using print and digital resources, including Westlaw and Lexis.
- Strong oral and written communication skills.
- Excellent customer service skills, a professional demeanor, and a demonstrated ability to work as part of a team.
- A Master's Degree in Library or Information Science and/or a law degree (J.D., LL.M., S.J.D., or J.S.D.) from an accredited law school is preferred, but not required.

Benefits:

Federal benefits include paid vacation and sick leave, health benefits, life insurance, flexible benefit programs, long-term care, retirement benefits, and a tax-deferred savings plan. Further details regarding benefits can be found here:

<https://www.uscourts.gov/careers/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 2/20) to:

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

Complete applications will also be accepted via email, **in pdf format only**, to: 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