

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

Reference Librarian

Job Announcement: #21-6

Position Type: Full-time, Temporary. This position is a temporary one-year-and-a day-appointment (with the possibility of continuation contingent upon funding) and may be converted to a permanent position without further posting.

Location: John J. Moakley U.S. Courthouse, Boston, MA
* Frequent travel to the U.S. Courthouse in Providence, RI will be required.

Salary: CL 27 (\$57,578 - \$93,600) per annum
Depending on qualifications and experience
* This position has promotion potential to CL 28 without further competition.

Closing Date: March 7, 2021

Organization: The Libraries of the United States Courts for the First Circuit seek applications for the position of Reference 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. The Reference Librarian will be stationed in the Headquarters Library in Boston, Massachusetts, with frequent travel to the Satellite Library in Providence, Rhode Island. Satellite Libraries are also located in New Hampshire and Puerto Rico.

**Duties and
Responsibilities:**

The Reference Librarian reports directly to the Circuit Librarian 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 Reference Librarian manages and maintains the Satellite Library in Providence, RI, providing all library services, information, and materials required by the federal circuit, district, magistrate, and bankruptcy judges within the District of Rhode Island, 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:

- Performing legal and non-legal research and reference services, using print and electronic sources, for judges, chambers staff, members of the Bar, and the general public.
- Providing education and training to chambers and court staff on Westlaw, Lexis, Bloomberg Law, and other online legal research services.
- Acting as a consultant to the Circuit Librarian in the formulation, assessment, and implementation of office policies, practices, and procedures.
- Establishing and adjusting priorities, schedules, and deadlines for the completion of work assignments.
- Establishing and maintaining chambers libraries.
- Travel within the First Circuit will be required. The successful candidate must have a car and a valid driver's license. Business travel costs will be reimbursed at applicable federal government rates.

Qualifications:**Minimum Qualifications:**

- Candidates must have a minimum of one year of specialized library experience, preferably in a law library setting.
- A Master's Degree in Library or Information Science is required. A Juris Doctor (JD) degree may be substituted for the required Master's in Library Science.

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 law degree (J.D., LL.M., S.J.D., or J.S.D.) from an accredited law school is preferred.

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