

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

March 5, 2012
Reference #FY12-16

Position Title: Assistant Librarian
(4 Temp Positions covering June - August 2012)

Location: Library of the U.S. Courts
Brooklyn, Central Islip and New York , N.Y.

Salary Range: CL-26 (\$58, 916 - \$ 75, 143)
depending on experience, current salary and qualifications

Closing Date: Open Until Filled

Position Overview: The Assistant Librarian with a team mindset will support the mission of the law library. The primary responsibilities include, assist satellite librarians with day to day library functions, i.e., research and reference service; provide interlibrary loan; filing looseleaf and treatise updates; photocopying; scanning; circulation and routing of materials. Also, organize and provide convenient access to collection of various materials. Other administrative duties and responsibilities as assigned.

Requirements: Master's degree in Library Science (MLS) from an ALA accredited school. Master's degree in any other subject can be a substitute. Minimum one year library experience preferred. Working knowledge of various online databases and internet preferable. Experience in word processing and spreadsheet programs required. Ability to work in a team oriented service environment. Ability to travel from one court/branch location within NYC to another to assist the librarian with performing the above library duties.

Application Procedure: Please submit a cover letter and résumé detailing your education and work experience. Please indicate on the cover letter, the reference number, the position title and your qualifications relating to the duties and responsibilities of the position. Submit 2 cover letters and 2 résumés to:

United States Court of Appeals, Second Circuit
40 Foley Square, Room 1604
New York, NY 10007
Attn.: Human Resources, Reference #FY12-16

or submit via email to: resumes@ca2.uscourts.gov
please list reference # and position title in the SUBJECT area.

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.