

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

March 5, 2012
Reference #FY12-12

Position Title: Branch Librarian (Part-Time)

Location: Library of the U.S. Courts
Buffalo, New York

Salary Range: CL 27 (\$25, 893 - 35,062)
depending on experience, current salary and qualifications

Closing Date: Open Until Filled

Position Overview: The Branch Librarian manages and maintains law library with the assistance of a full time library technician. The Librarian is responsible for reference/research services, and outreach programs to Federal judges and the Judiciary staff for the Western and the Northern Districts of New York. Duties include developing and training educational programs and providing reference/research services using traditional and online databases, i.e., Westlaw, Lexis-Nexis, OCLC, SIRSI Unicorn ILS, and the Judiciary intranet. The Librarian will also be responsible for improving access to online databases, internet resources and training for those resources. Works in cooperation with all the Second Circuit court librarians, and reports to the Deputy Circuit Librarian and/or the Circuit Librarian.

Requirements: MLS or equivalent degree from ALA accredited school; at least one year experience in legal reference services in a library setting; understanding of internet technology; experience in web page design and maintenance; knowledge of legal bibliography and legal research techniques including use of books, Westlaw, Lexis-Nexis, and other online databases and legal information sources including Internet. Management and interpersonal skills; strong service orientation; ability to work alone and as part of a team; flexibility; initiative is required. Experience teaching the use of the Internet and online legal research desirable. Background in OCLC and Sirsi Unicorn Integrated Library System, a plus. Occasional travel is required.

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 #FY12-12

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.