

Job Title: Branch Librarian - U. S. Court of Appeals Library

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Job Description

Salary Range: CL 28 (\$43,829 - 54,791) depending on experience, current salary, and qualifications

Position Overview: The Branch Librarian manages and maintains a small, one-person law library and is responsible for reference and research services to the Federal judges and Judiciary staff. Duties include developing educational programs and providing the following online reference services and to remote locations: Westlaw, Lexis-Nexis, LoisLaw, DIALOG, OCLC, SIRSI Unicorn ILS, and the Judiciary intranet. The Branch Librarian will also be responsible for improving access to online databases and Internet resources and for providing training for such resources.

Requirements: MLS, MLIS, MIS 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 the Internet; management and interpersonal skills; strong service orientation; ability to work alone and as part of a team; flexibility; initiative.

Experience teaching the use of the Internet and legal research online resources desirable. Background in OCLC and SIRSI Unicorn Integrated Library System a plus. Knowledge of word processing and spreadsheet programs desirable. In depth knowledge of technology and web site development and maintenance a plus.