

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

September 15, 2022

**Reference No.: FY 22-18**

**Position Title:** Branch Librarian  
**Location:** New Haven, CT  
**Salary Range:** CL-27 (\$61,564 - \$100,056)  
*Salary commensurate with experience, qualifications, and education*  
**Closing Date:** Open Until Filled  
*Priority consideration given to applications received by October 15, 2022*

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Do you seek a dynamic and evolving work experience that's never boring? Do you like to collaborate with researchers and technicians on a variety of projects and technologies? The United States Court of Appeals for the Second Circuit is seeking a bright, innovative information professional who thinks outside the box to join the research team as the Branch Librarian in New Haven, CT. Candidates who enjoy working on diverse and challenging research questions and come to the table with ideas for building on existing training programs and implementing new programs are encouraged to apply.

**ABOUT THE SECOND CIRCUIT LIBRARY:** The Second Circuit Library provides research services to over 200 circuit, district, magistrate, and bankruptcy judges, over 2,000 court staff, and also serves lawyers, self-represented litigants, and the general public. The Library currently employs 27 staff members circuit-wide and maintains six staffed branch libraries in New York, Connecticut, and Vermont. There are seven library locations throughout the circuit. There are 17,475 titles in the full library collection, and a wide variety of legal and non-legal electronic resources.

**POSITION OVERVIEW:** The New Haven Branch Librarian will be stationed at the Richard C. Lee Courthouse in New Haven, CT, and provides services to courthouses and chambers primarily located in Southern Connecticut. Typical job duties may include, but are not limited to, the tasks listed below. Assigned tasks may be changed to accommodate workload and organizational needs.

- Provide in-depth legal and non-legal research services to judges, law clerks, court staff, and the general public.
- Conduct historical and archival research for special court events.
- Provide group and individual training sessions, both in-person and online, to judges and court staff.
- Identify research and training needs; proactively create opportunities for education.
- Participate in and support civic education projects in Connecticut and throughout the circuit.
- Review, evaluate, and recommend new online and print resources.

- Participate in collection development, collection maintenance, and budget management.
- Assist with the development of library marketing strategies and publicity materials.
- Work with library colleagues, diverse patron groups, and other stakeholders to develop strategies for library programs and community engagement.
- Attend occasional special events outside of regular business hours.
- Work on special projects, as needed.
- Travel to Bridgeport and other locations as needed to assist with projects and other research matters is required.

The Branch Librarian will report to the Deputy Circuit Librarian.

#### **REQUIRED QUALIFICATIONS:**

- Master's degree in Library or Information Science from an ALA-accredited program; Juris Doctor from an ABA-accredited law school is preferred.
- Minimum of three years of professional law library experience in a library that typically supports the knowledge, skills, and abilities for the position.
- Excellent research skills and ability to analyze legal issues.
- Expertise in analyzing and validating the authority of information, and extrapolating data from all types of resources.
- Experience teaching to groups, one-on-one, and via web platforms.
- Knowledge of tutorial production applications such as CALI Author, Camtasia, or Captivate.
- Ability to clearly summarize and communicate research results in writing.
- Strong organizational and problem-solving skills.
- Strong oral and written communication skills.
- Excellent customer service and interpersonal skills. Self-motivated, resourceful, and creative.

**BENEFITS:** 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 11 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System and employer-matching Thrift Savings Plan (similar to a 401K). Public transportation subsidy (budget dependent).

**CONDITIONS OF EMPLOYMENT:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. Employees are hired provisionally, pending the results of a background investigation. Direct deposit of pay is required. All employees must be fully vaccinated against COVID-19, absent an approved medical or religious exemption, and submit proof of full vaccination prior to start. "Fully vaccinated" means that two weeks have passed after the second dose of a two-dose vaccine (Pfizer and Moderna) or that two weeks have passed after the one-dose vaccine (Johnson and Johnson).

**TO APPLY:** Please submit a cover letter and resume **as a single PDF attachment** by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: Branch Librarian, Reference No. FY 22-18. **When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense. Interested applicants are strongly encouraged to apply immediately. **No phone calls, please.**

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.**