

Notice of Position Vacancy

The Third Circuit Court of Appeals Library is currently accepting applications for a temporary Library Clerk.

Position Title: Library Clerk (#04-23-USCA3LIB)

Location: Library of the U.S. Courts

Salary Range: CL 24 (\$21.00 per hour)

Position Type: Temporary appointment; full time until July 28, 2023

Start Date: May 22, 2023 – open until filled

Position Overview: The library clerk will be expected to work independently and as part of a team to support the mission of the Third Circuit Libraries. The primary responsibilities will include scanning, copying and filing documents; organizing files; and shelf reading. Other duties and responsibilities as needed.

Requirements:

- Two years' experience in a clerical or administrative environment; or
- Two academic years college education (60 credits)
- Ability to work independently and as part of a team
- Oral and written communication skills
- Attention to detail and organizational skills

Application Procedure: Send a resume and cover letter to:
circuit_library_position@ca3.uscourts.gov

All judiciary employees are required to adhere to the Judicial Code of Conduct. Applicants must be U.S. citizens or eligible to work in the United States.

Background Check: Employees will be hired provisionally pending the results of a background investigation and fingerprinting.

Other Information

The Third Circuit Library reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

An extension of this temporary appointment, or conversion to a permanent appointment, may be offered without competition.