

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

October 14, 2022

Reference No.: FY 23-05

Position Title: Research and Outreach Librarian
Location: Brooklyn, NY
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 November 15, 2022

Do you enjoy working on diverse and challenging research questions? Are you an outgoing and creative professional eager to contribute new ideas to a variety of library and court projects? The United States Court of Appeals for the Second Circuit seeks legal research professionals interested in challenging research projects, court history, and civic education to join the research team as the Research and Outreach Librarian in Brooklyn, NY.

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 across New York, Connecticut, and Vermont.

POSITION OVERVIEW: The Research and Outreach Librarian will be stationed at the Theodore Roosevelt United States Courthouse in Brooklyn, NY with travel to other locations as needed to assist with projects and other research matters. The Research and Outreach Librarian works as part of a circuit-wide team to provide substantive research expertise and training for judges, court staff, and the public. 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 legal research services to judges, law clerks, court staff, and the general public.
- Coordinate and conduct library user training and orientation programs, such research training programs.
- Provide group and individual training sessions, both in-person and online, to judges, court staff, and the public.
- Create content and provide support for the Circuit's civic education project: [The Honorable Robert A. Katzmann Justice for All: Courts and the Community initiative](#).
- Conduct historical and archival research for special court events.
- Review, evaluate, and recommend new online and print resources.
- Participate in collection development, collection maintenance, and budget management.

- Develop outreach strategies and educational materials.
- Work on special projects, as needed.
- Occasional travel to other locations is also required.

The Research and Outreach Librarian will report to the Brooklyn Branch Librarian.

REQUIRED QUALIFICATIONS:

- Master’s degree in Library or Information Science from an ALA-accredited program.
- Two to five 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.
- Experience developing educational and promotional materials, and implementing outreach programs.
- 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). On-site fitness center and cafeteria. Public transportation subsidy (budget dependent). For more information about the Second Circuit, please visit www.ca2.uscourts.gov.

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, subject line: Research and Outreach Librarian, Reference No. FY 23-05. **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. While the position is open until filled, there is no guarantee that applications received after November 15, 2022 will be reviewed. Interested applicants are strongly encouraged to apply immediately.

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