

Notice of Position Vacancy

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

Position Title: Assistant Librarian (#02-23-USCA3LIB)
Location: Library of the U.S. Courts
Salary Range: CL 27 (\$29.00 per hour)
Position Type: Temporary appointment; full time until July 28, 2023
Start Date: May 22, 2023 – open until filled

Position Overview: The assistant librarian will be expected to work under the supervision of the Manager of Technical Services to provide specialized bibliographic control support for all metadata formats within the Third Circuit Libraries. The primary responsibilities may include day-to-day technical services library functions such as marking item records as withdrawn, removing discarded item records from the ILS; creating item records; creating call number labels; performing shelf reads; importing bibliographic records into the ILS; and editing inventory reports. Other duties and responsibilities may be assigned as needed.

Requirements:

- Master's degree in library science (MLS) from an ALA accredited school of library or information science
- Experience in word processing and spreadsheet programs
- Ability to work in a team-oriented service environment
- Working knowledge of an Integrated Library System, preferably SirsiDynix
- Strong attention to detail to ensure accuracy and consistency
- Strong computer skills in a Windows computing environment, including Office365 applications (especially Excel, Word, Outlook, and Teams)

Preferred Qualifications:

- Proficiency with library bibliographic description and MARC cataloging standards
- Prior experience in a library environment

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.