



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement: 24-05
Opening Date: August 23, 2024

VACANCY ANNOUNCEMENT

JOB TITLE:	Supervisory Librarian
SALARY RANGE:	\$97,177 - \$186,641 (CL 29 – CL 30) Starting salary commensurate with qualifications, salary, and experience. Promotion to CL 30 may occur without further posting or competition.
CLOSING DATE:	Open Until Filled

POSITION OVERVIEW

The United States Court of International Trade is currently accepting applications for a Supervisory Librarian. The incumbent performs supervisory work related to administration and operational management within the Court's Library and Legal Services Section. The Supervisory Librarian reports to the Law Library Manager.

REPRESENTATIVE DUTIES

- Supervise employees involved in library research, technical services, archives, and training activities, including assigning and reviewing work, evaluating performance, and handling disciplinary actions.
- Support the administration of the library by supervising and delivering legal research assignments, projects, and library services.
- Conduct complex research in various areas of the law, regulatory and legislative histories, and other court related areas.
- Assist in developing, conducting, and coordinating training and orientation programs for all court employees.
- Provide training and guidance to law clerks and judges on the use of various legal research databases.
- Oversee the preparation of library publications including print and electronic resources, and current awareness services.
- Classify and catalog books, publications, and other materials based on subject matter of standard library classification systems.
- Maintain library collections and make recommendations.
- Manage and process library related requisitions and purchase orders and request section funding needs to management.
- Oversee the development, updating, and maintenance of the Library's Intra and Internet web pages.
- Promote library and legal services resources to the court and bar.
- Assist with Court and Library specific short and long-range planning.
- Other duties as assigned.

QUALIFICATIONS

- Master's degree in library or information science from an ALA-accredited institution.
- Minimum of four years of library experience, preferably in a law library setting. Two years of progressively responsible supervisory experience that provided an opportunity to acquire skill in developing the interpersonal work relationships needed to lead a team of employees, the ability to exercise mature judgment, and knowledge of the basic concepts, principles, and theories of management, and the ability to understand the managerial policies applicable to the law library.
- Excellent interpersonal, organizational, analytical, and oral and written communication skills as well as a strong service orientation.
- Knowledge of legal resources and excellent legal research skills.
- Knowledge of word processing, spreadsheet, database, and publishing applications.

PREFERRED QUALIFICATIONS

- Juris Doctor (JD) from an ABA-accredited law school.
- Experience with SirsiDynix, Dreamweaver, HTML, and/or Sharepoint.

BENEFITS

The Judiciary offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees' Retirement System. For more information about the major benefits offered to most federal employees, [click here](#) or go to: <https://www.uscourts.gov/careers/benefits>.

OTHER INFORMATION

- Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship.
- Applicants selected for interviews must travel at their own expense.
- The selectee is subject to a background check and/or investigation. The selectee to a high-sensitive position is subject to an updated background investigation every five years. Employment will be considered provisional pending successful completion of a background check and/or investigation and favorable employment suitability determination.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit.
- Federal court employees are appointed under the excepted service.
- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](#).
- The federal courts are Equal Employment Opportunity Employers.

HOW TO APPLY

- Consideration will only be given to those that apply through the Court's online application system by clicking [here](#) or at: <https://ww2.cit.uscourts.gov:8443/recruitment/>
- Upload a cover letter detailing relevant experience and how you satisfy the qualifications for the position and a resume. Attachments must be in PDF format (unless otherwise specified) and not be password protected. Files are limited to a size of 5 MB.

Only applicants selected for an interview will be notified. All application information is subject to verification. The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which actions may occur without prior written or other notice.