



## WILLIAM J. CAMPBELL LIBRARY

United States Court of Appeals  
for the Seventh Circuit  
219 South Dearborn Street  
Chicago, Illinois 60604

2014-2  
7/15/14

### POSITION VACANCY

**Position:** HEADQUARTERS LIBRARIAN  
(Temporary one year appointment, with potential to become permanent)

**Location:** Chicago, Illinois

**Salary Range:** CL 27 (\$50,808 - \$63,538) depending upon qualifications

**Closing Date:** Resumes received on or before July 29, 2014 will receive full consideration. However, resumes will be accepted until the position is filled.

#### Position Overview:

The Headquarters Librarian provides all library services, information and materials required by federal circuit, district, magistrate and bankruptcy judges as well as Probation and Pre-Trial Services Officers and all court staff, members of the bar, and the general public. The incumbent also:

- Assists primarily in the operation of the library's reference desk operations.
- Performs legal and non-legal research and reference services for judicial chambers and all court staff, members of the Bar, and the general public.
- Prepares, processes and records serials subscriptions.
- Assists with public relations and outreach efforts.
- Prepares newsletters and other user aids; contributes with other librarians to library's web pages and other online services.
- Provides education and training to court staff on Lexis, Westlaw, the Internet and other research sources.

#### Required Qualifications:

- M.L.S. Degree or equivalent from ALA-accredited library school
- Experience/skills in searching online legal and non-legal databases.
- Experience with an Integrated Library System (SIRSI preferred)
- Minimum of one year of progressively responsible experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, practices and theories of library management.
- Ability to handle occasional moderate to heavy lifting.

#### Preferred Qualifications:

- J.D. or combination of education and law library reference and research experience.
- Knowledge of library database systems and software applications, including website development.
- Knowledge of digital archives management.
- Effective oral and written communication skills and strong customer service orientation.

**Application:** Please forward resume with cover letter and salary history to:

Gretchen E. Van Dam, Circuit Librarian  
William J. Campbell Library of the U.S. Courts  
219 South Dearborn Street - Room 1637  
Chicago, Illinois 60604  
E-Mail: [gretchen\\_van\\_dam@ca7.uscourts.gov](mailto:gretchen_van_dam@ca7.uscourts.gov)

**Resumes will be screened and only selected applicants will be contacted for interviews  
As a condition of employment, selected candidate will be subject to a background investigation**

**THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**