



**William J. Campbell Library**  
United States Court of Appeals  
for the Seventh Circuit  
219 South Dearborn Street

2010-1  
4/15/2010

**POSITION VACANCY**

**Position:** LIBRARY TECHNICIAN  
**Salary Range:** CL 25 (\$39,251 - \$49,086) depending upon qualifications  
**Closing Date:** Open Until Filled

**Position Overview:**

The Library Technician position is based in the Milwaukee satellite library of the Library of the U.S. Courts. This position will support operations in both Milwaukee and Madison and is responsible for providing specialized support in one or more functional areas of library operations. The incumbent also provides:

- Reference Department support including assistance with interlibrary loan, circulation, trouble-shooting library computers, public copier and microfiche-reader printer, assistance with the production of library publications and reference desk coverage.
- Library stack maintenance, including shelving, shifting and discarding books and shelf reading.
- Serials Department support including computer database check-in of library materials and looseleaf filing.
- Administrative support including filing, word processing and assistance with establishing and maintaining judicial chambers collections.

**Required Qualifications:**

- High School Diploma or equivalent.
- Minimum of two years of progressively responsible library experience, including at least one year equivalent to work at the CL 24.
- Valid Driver's License

**Preferred Qualifications:**

- Law library reference experience.
- Bachelor's Degree from an accredited college or university
- Experience with an Integrated Library System, SIRSI preferred.
- Familiarity with OCLC cataloging standards.
- Effective oral and written communication skills
- Ability to handle occasional moderate to heavy lifting
- Ability to provide web user support services

**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.  
Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.  
Employees are required to use Electronic Fund Transfer for payroll deposit.

**THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**