



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

2012-1  
10/01/2012

## POSITION VACANCY

**Position:** SATELLITE LIBRARIAN  
**Location:** South Bend, Indiana  
**Salary Range:** CL 27 (\$45,928 - \$74,628) depending upon qualifications  
**Closing Date:** Resumes received on or before October 31, 2012 will receive full consideration. However, resumes will be accepted until the position is filled.

### Position Overview:

The Satellite Librarian manages and maintains a satellite library providing all library service, information and materials required by federal circuit, district, magistrate and bankruptcy judges located in the Northern District of Indiana, as well as Probation and Pre-Trial Services Officers and all court staff, members of the bar, and the general public. The incumbent also:

- Develops methods for coordinating the work of the satellite library with that of other governmental agencies and court units.
- Acts as a consultant to the Circuit Librarian in the formulation, implementation and assessment of office practices, policies and procedures, and establishes their operating guidelines.
- Manages acquisitions budget for satellite library.
- Establishes and adjusts long range schedules, priorities and deadlines for completion of work assignments.
- Prepares newsletters and other user aids; contributes with other satellite librarians to library's web pages and other online services.
- Using print and electronic sources, performs legal and non-legal research and reference services for judicial chambers and all court staff, members of the Bar, and the general public.
- Provides education and training to court staff on Lexis, Westlaw, the Internet and other research sources.
- Travel to court locations within the Northern District of Indiana and to other Seventh Circuit locations is required.

### 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.
- Minimum of one year of progressively responsible law library experience equal to work at CL 25 level.
- 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**