



**WILLIAM J. CAMPBELL LIBRARY**  
United States Court of Appeals for the Seventh Circuit  
219 South Dearborn Street Chicago, Illinois 60604

2021-15  
9/21/21

**POSITION VACANCY**

**Position:** ASSISTANT LIBRARIAN (Indianapolis Satellite Library)  
**Location:** Indianapolis, Indiana  
**Salary Range:** CL 27 (\$52,142 - \$84,762)  
**Closing Date:** Resumes received on or before October 22, 2021 will receive full consideration. However, resumes will be accepted until the position is filled.

**Position Overview:**

The Assistant Librarian performs professional, digital, and library services for the Indianapolis Satellite branch and provides support for the South Bend Satellite branch occasionally upon request. The incumbent performs administrative duties in the absence of the supervising librarian. The incumbent also:

- Maintains and assists with digital services and archiving for the location (including the library website).
- Makes recommendations regarding website content, especially library materials and outreach. Develop information access aids such as indices, research guides, and online tutorials.
- Assists the Satellite librarian in completing a variety of library projects, including loose-leaf filing.
- Assists with research services for judges, chambers staff, court personnel, and other users of the library. Utilizes both print and electronic sources to locate and identify information, compile legislative histories, conduct literature searches, and provide other specialized research support.
- Assists with collection development and resource selections for satellite library location. Assist with evaluating, reviewing, selecting, and deselecting resource materials in conjunction with weeding projects.
- Assistance with opening and closing the library and circulation and delivery of research materials to chambers, as requested by Satellite librarians.

**Required Qualifications:**

- M.L.S. Degree or equivalent from ALA-accredited library school
- Minimum of one year of librarian experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, practices, and theories of librarianship.
- Effective oral and written communication skills and strong customer service orientation.

**Preferred Qualifications:**

- Knowledge of library databases and software applications, including website development.
- Knowledge of library records management.
- J.D. or combination of education and law library reference and research experience.
- Ability to telework when necessary and work an 8-hour day between 8:30-5:00 p.m. (Mon.-Fri.).
- Knowledge of the general concepts, principles, and practices of law librarianship.
- Experience/skills in searching online legal and non-legal databases.
- Experience with an Integrated Library System (SIRSI preferred) and Microsoft Office 365/SharePoint.

**Benefits:**

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FEGLI), Flexible

Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on our website, under Human Resources, at: [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov)

**Application:** Please forward resume with cover letter and resume electronically to:

Heidi Frostestad Kuehl, Circuit Librarian  
William J. Campbell Library of the U.S. Courts  
219 South Dearborn Street - Room 1637  
Chicago, Illinois 60604  
E-Mail: [Heidi\\_Kuehl@ca7.uscourts.gov](mailto:Heidi_Kuehl@ca7.uscourts.gov)

Resumes will be screened and only selected applicants will be contacted for interviews. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome. No telephone calls please.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The successful candidate for this position will be required to undergo a FBI fingerprint check or five-year background investigation with updates every five years thereafter, depending on the position classification. 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 (EFT) for payroll deposit.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER