



## WILLIAM J. CAMPBELL LIBRARY

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

2021-03  
4/19/2021

### POSITION VACANCY

- Position:** HEADQUARTERS LIBRARIAN
- Location:** Chicago, Illinois
- Salary Range:** CL 28 (\$68,745 - \$111,720) depending upon experience and educational qualifications
- Closing Date:** Resumes received on or before May 21, 2021 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.
- Provides outreach to the Central and Southern Districts of Illinois remotely and occasional travel to sites.
- Assists with public relations and outreach efforts.
- Contributes to newsletters and other research guides for patrons; contributes with other librarians to library's web pages and other online services.
- Provides education and training to court staff on Lexis, Westlaw, Bloomberg and other research sources.
- Contributes to collection management and policies.

#### Required Qualifications:

- M.L.S. Degree or equivalent from ALA-accredited library school
- J.D. or combination of education and law library reference and research experience.
- 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.
- Effective oral and written communication skills and strong customer service orientation.

#### Preferred Qualifications:

- Knowledge of library database systems and software applications, including website development.
- Knowledge of digital archives management.
- Ability to telework when necessary and work an 8-hour day between 8:30-5:00 p.m. (Mon.-Fri.).
- Ability to handle occasional moderate to heavy lifting.

#### Benefits:

Benefits include ten 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**