



WILLIAM J. CAMPBELL LIBRARY

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

2015-3
7/7/15

POSITION VACANCY

Position: HEADQUARTERS LIBRARIAN

Location: Chicago, Illinois

Salary Range: CL 27 (\$51,324-\$83,449) or CL 28 (\$61,517-\$100,022) depending upon experience and educational qualifications

Closing Date: Resumes received on or before July 28, 2015 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

**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