



United States Court of Appeals  
for the Seventh Circuit  
William J. Campbell Library  
219 South Dearborn Street  
Chicago, Illinois 60604

2022-02  
03/30/22

### POSITION VACANCY

**Position:** CIRCUIT LIBRARIAN

**Location:** Chicago, Illinois

**Salary Range:** JSP 16 - Court Unit Executive (\$171,033 - \$222,339) depending upon experience and educational qualifications

**Closing Date:** Resumes received on or before April 29, 2022 will receive full consideration. However, resumes will be accepted until the position is filled.

#### Position Overview:

The Circuit Librarian is an executive position that is responsible for the administration of the library program and related services for the United States Court of Appeals for the Seventh Circuit. The Seventh Circuit library program serves the judges and all judiciary personnel in the states of Illinois, Indiana, and Wisconsin with headquarters in Chicago, Illinois. In addition to the Library Headquarters, there are five staffed satellite libraries throughout the Circuit.

- Develops, markets, implements, and evaluates library programs; establishes internal operating policies and procedures, devises measurement studies to identify and analyze problem areas, and to devise solutions and opportunities.
- Oversees the daily operation of all library locations and manages library staff. Sets requirements, assigns work, evaluates performance of staff, and recommends personnel actions; coordinates work schedules to meet the goals of the library program; establishes operating guidelines; implements procedures, methods, and other work-related changes.
- Conducts collection studies; develops collections and recommends changes. Reviews and analyzes data and develops budget.
- Develops long-range strategic planning.
- Performs legal and non-legal research for judges, unit executives, law clerks, and other court personnel and library users. Serves as subject matter research specialist on certain legal topics. Prepares special studies, bibliographies, legislative histories, reports, and memoranda.
- Administers the computer-assisted legal research program and other automated systems for the Circuit.
- Develops and directs research training and orientation programs.
- Coordinates library archival activities with various court historical associations and participates in events with same.
- Participates in professional library organizations and activities.
- Travel to court locations within the Seventh Circuit and to national events across the country.
- Serves on judiciary advisory groups and other national judiciary committees.

#### Required Qualifications:

- M.L.S. Degree or equivalent from an ALA-accredited library school and a JD from an ABA accredited law school.
- Minimum of three years of progressively responsible supervisory and other experience that provided an opportunity to acquire a thorough knowledge of the basic concepts, principles, policies, and theories of management of a law library.
- Experience developing and executing strategic plans, fostering effective working relationships, and integrating current and future technologies.
- Knowledge of legal resources and proficiency in legal research utilizing print and digital resources.
- Knowledge of library database systems and software applications, including website development.

- Experience with an Integrated Library System, SIRSI preferred.

**Preferred Qualifications:**

- Supervisory experience with responsibilities for directing, monitoring, developing and appraising direct reports.
- Knowledge of digital archives management.
- Effective oral and written communication skills and strong customer service orientation.

**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. Benefits also include 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 the court's website, under Human Resources at: [www.ca7.uscourts.gov](http://www.ca7.uscourts.gov).

**Application:** Applicants should email a resume, cover letter, and five professional references, in PDF to:

[ca7\\_hr@ca7.uscourts.gov](mailto:ca7_hr@ca7.uscourts.gov)

Attention:

Sarah O. Schrup  
Circuit Executive  
Everett McKinley Dirksen United States Courthouse  
219 South Dearborn Street  
Chicago, Illinois 60604

Resumes will be screened and only selected applicants will be contacted for an interview. 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.

Please note that this position is not covered by the Fair Chance Act and requires that applicants provide criminal history information prior to receiving any conditional offer of employment.

Employees in executive, high-sensitive positions such as the Circuit Librarian undergo an initial OPM background investigation. Appointment is provisional and contingent upon the satisfactory completion of a background investigation.

Travel Expenses for interviews cannot be reimbursed.

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**