



**UNITED STATES COURT OF APPEALS
FOR THE TENTH CIRCUIT**

Vacancy Announcement #23L13

POSITION: Branch Librarian, New Mexico & Utah Federal Court Libraries, position located in Albuquerque, NM.

SALARY RANGE: CL 27/1 (\$55,802) – CL 28/25 (\$83,634).

OPEN DATE: December 22, 2023.

CLOSING DATE: Open until January 9, 2024. Applications reviewed as received.

POSITION OVERVIEW: The Branch Librarian for the New Mexico and Utah Libraries manages and maintains law libraries and provides research and reference services to federal judges and judiciary staff in the Albuquerque and Salt Lake City courthouses and throughout the Districts of New Mexico and Utah. The Branch Librarian works with the Circuit Librarian and other Research and Reference Librarians circuit-wide to develop and deliver training and educational programs to court staff and to provide online reference and research services (including Westlaw, Lexis-Nexis, OCLC, SIRSI ILS, and the judiciary intranet). The librarian is expected to perform outreach, be comfortable with emerging technologies, improve access to online databases and Internet resources, and provide training. The librarian may perform chambers collection maintenance, as needed. The librarian works as part of a collaborative team on library-wide issues and projects with other librarians in the Circuit. Additional duties as assigned. This position reports to the Associate Circuit Librarian in Denver and will supervise one full-time Library Technician in Albuquerque and a part-time Library Technician in Salt Lake City.

REQUIREMENTS: Master's Degree in Library Science from an ALA-accredited institution; JD from an ABA-accredited law school; at least three years of professional law library experience (previous supervisory experience preferred); solid online research skills (including Lexis, Westlaw, and the Internet) and familiarity with both print and electronic resources; experience working with instructional technology and multi-media formats; excellent organizational, interpersonal, and communication skills, including willingness to make presentations, conduct training sessions, and work in a team environment. Additional duties as assigned. Travel within the circuit may be required.

CONDITIONS OF EMPLOYMENT: Applicants must be U.S. citizens or eligible to work in the United States. Excepted service appointments are "at will" and may be terminated by either the court or the employee at any time. Appointment is contingent upon successful completion of a background investigation. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.

APPLICATION PROCEDURE: Submit cover letter, resume, and Application for Judicial Employment as a single PDF to HR@ca10.uscourts.gov. In subject line, reference vacancy announcement #23L13.

THE FEDERAL COURTS ARE EQUAL EMPLOYMENT OPPORTUNITY EMPLOYERS