

## UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

Vacancy Announcement #13L04-T

**POSITION:** Assistant Librarian (seeking to fill 2 positions), Denver HQ Library - Temporary position not-to-exceed September 30, 2013. Estimated start date: June 3, 2013.

Starting Salary Range: CL 28/1 - CL 28/25 (\$59,057 - \$73,848). Salary is commensurate with experience, qualifications and education.

**APPLICATION DEADLINE**: Open until filled. Preference given to resumes received by May 10, 2013.

**POSITION OVERVIEW:** These collaborative and project-oriented librarian positions assist the Denver HQ library staff on a variety of catalog and catalog maintenance projects; work with other library staff to develop and implement internal library databases; work across departments to assist with cataloging, database development, web design and maintenance, and digital indexing and quality control.

**REQUIREMENTS:** Masters Degree in Library Science from an ALA-accredited institution; a minimum of one year of specialized experience, preferably in a law library or federal library setting; familiarity with cataloging basics (SirsiDynix experience a plus) and database design; familiarity with Lexis or similar electronic resources; solid multi-media and technology skills, including proficiency with current versions of Adobe Acrobat and Microsoft Office Suite; basic familiarity with web design and maintenance; ability to work on multiple projects simultaneously; excellent attention to detail, as well as organizational, interpersonal and communication skills, and ability to work in a team environment. Employment is contingent upon the satisfactory completion of a background check.

**APPLICATION PROCEDURES:** Submit cover letter and resume (as one PDF document) to: <a href="https://exalto.uscourts.gov">HR@calto.uscourts.gov</a>. Only candidates selected for interview will be contacted.

All applicants must be eligible to work in the United States. Court appointments are contingent upon satisfactory completion of a fingerprint check/background investigation.

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