



## UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

VACANCY ANNOUNCEMENT # 15L05

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**POSITION:** Library Technician

**LOCATION:** Denver, CO – Headquarters Library

**SALARY RANGE:** CL 24 (\$37,622 - \$61,146). Salary is commensurate with experience, qualifications and education. Full range of benefits available.

**APPLICATION DEADLINE:** Open until filled. Preference will be given to resumes received before 06/21/2015.

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**POSITION OVERVIEW:** The incumbent provides technical and administrative support for the Technical Services Librarian, in the areas of acquisitions and cataloging. Acquisitions support work may include, among other duties: purchase order processing; subscription renewals; communication with vendors; research and resolve outstanding orders and invoices; consignee and vendor account maintenance; interlibrary loan requests; and creation and maintenance of an acquisitions filing system. Cataloging duties may include, among others: OCLC searching; creation and maintenance of copy cataloging records; addition and maintenance of electronic resources links in the library's catalog. Other general duties associated with this position may include: routing; mail pick up and processing; shelving and shifting of print materials; and reference desk assistance.

**REQUIREMENTS:** Bachelor's degree from an accredited 4-year college or university; a minimum of 3 years working in a library setting, preferably in the technical services area; excellent organizational skills and attention to detail; experience using Microsoft Access and Excel; ability to work in a team environment; familiarity with SirsiDynix and WorkFlows, as well as knowledge of database creation and management, a definite plus.

Employment is contingent upon the satisfactory completion of a background check.

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**APPLICATION PROCEDURES:** Qualified applicants should submit a cover letter and resume in a single PDF document to: [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov). Reference 15L05 in the subject line.

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