

Librarian (Legal and Legislative Research)
Department of the Treasury
Internal Revenue Service
Office of Chief Counsel, Associate Chief Counsel (Finance and Management,
Library Division)

Summary

Office of Chief Counsel, IRS, is looking for enthusiastic individuals to join our team and gain valuable experience in a legal environment. Our mission is to serve America's taxpayers fairly and with integrity by providing correct and impartial interpretation of the internal revenue laws and the highest quality legal advice and representation for the IRS. It is a great place to work with an excellent benefits package and family-friendly atmosphere. See complete position announcement at <https://www.usajobs.gov/job/656815600>

Duties

As a Librarian (Legal and Legislative Research), you will:

- Participates with supervisor in developing policies, plans and objectives relating to the research services and the legislative history work of the Library with emphasis on these of online and other automated research systems;
- Provides comprehensive reference, research and advisory services to personnel of the IRS by answering a wide range of comprehensive reference questions relating to law, taxation and legislation that often involves locating information that is not included in various information centers and automated retrieval systems to locate and select the appropriate materials, makes analyses as necessary, and prepares answers to reference questions;
- Provides detailed instructions to library clientele on the content, nature and use of Chief Counsel's library resources including how to search manual and automated databases;
- Performs complex literature searches, both manual and automated, which require systematic, comprehensive, and exhaustive searches for legal and non-legal information;
- Administers and monitors the Library's various contracts, leases, and subscription agreements for electronic database services and equipment, reviewing statements and invoices and resolving billing problems as necessary;
- Produces selected and annotated bibliographies on specific subjects, compiles information packages for Chief Counsel personnel; develops resource directories in both paper and electronic format;
- Designs and performs complex online searches of appropriate databases in areas involving legislative materials and issues;

- Initiates, plans, and develops programs for providing access to the Library's unique collections of government and legislative documents;
- Plays a pivotal role in development and implementation of automated system for indexing of legislative history materials;
- Responsible for maintaining and developing print and electronic collections of legislative research materials, both current and historical; collection responsibilities include the following subject areas: tax, appropriations, bankruptcy, social security, government contracts, freedom of information and disclosure, federal employee benefits, and public sector labor law;
- Is responsible for monitoring and tracking legislative activity of interest to the Office of Chief Counsel; utilizes both manual and automated services to ensure that legislative tracking functions are comprehensive, timely, and that all current and pending legislation of interest to the agency is properly identified and monitored; and
- Provides sophisticated legislative research and reference services to the legal staff of the agency in areas involving tax, appropriations, bankruptcy, social security, government employment, and employee benefits legislation.

This is not an all-inclusive list. If selected at a lower grade level, you will have the opportunity to learn to perform the duties of the position and will receive training to help you grow in the position.

Requirements

Conditions of Employment

Refer to "Other Information" Click "Print Preview" to review the entire announcement before applying. Must be a U.S. Citizen or National

Qualifications

In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application.

To qualify for this position of Librarian you must meet the qualification requirements listed below by the closing of this announcement:

Basic Requirement for Librarian:

A) Completion of 1 full year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; or

B) A total of at least 5 years of a combination of college level education, training, and experience. To qualify on this basis, the applicant must establish conclusively the the education, training, and experience provide a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

For GS-11:

Specialized Experience: Your resume must detail at least one year of specialized experience which includes: Serving as librarian-in-charge of limited specialized collection on legislative or legal subject matters within a larger library or provides references service where source materials are readily accessible and prepares bibliographies based on legal user interest profiles.

This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-09).

OR

Education Substitution: You may substitute education for specialized experience as follows: 3 full years of progressively higher level graduate education leading to such a degree or LL.M. if related.

OR

Combination of Education and Experience: You may qualify by a combination of experience and education: Options for qualifying based on a combination are identified in the online questions.

NOTE: If qualifying based on education, your transcripts will be required as part of your application package.

For GS-12:

Specialized Experience: Your resume must detail at least one year of specialized experience which includes: Providing reference, research and advisory services to library users (attorneys, paralegals, and other employees), uses knowledge to procure selected and annotated bibliographies on specific subjects and gives instruction to users on the content, nature and use of library resources.

This definition of specialized experience is typical of work performed at the next lower grade/level position in the federal service (GS-11).

Education Substitution: Generally education is not qualifying at Grade 12.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience. One year of experience refers to full-time work; part-time work is considered on a prorated basis. To ensure full credit for your work experience, please indicate dates of employment by month/year, and indicate number of hours worked per week, on your resume.

Specialized Knowledge: For Librarians (Legal & Legislative Research): In addition to meeting the qualifications for a librarian, applicants must also possess a specialized knowledge of the legal and legislative reference field as it relates to the position. As such an applicant's education or experience must have included or been supplemented by the requirements specified in one of the paragraphs below:

A full 4-year course of study in an accredited college or university that meets all academic requirements for a bachelor's degree that included at least 24 semesters hours in the legal or legislative reference field: or

Having completed at least 24 hours of legal study In an accredited law school for positions primarily concerned with providing library services in law or legislative reference; or

Four years of pertinent experience of such nature and level to provide a knowledge of the basic principles, theories, practices, techniques, terminology and expressions of the legal and legislative reference field; an understanding of the standard methods, procedures, and techniques of research and analysis in these fields; ability to acquire additional information about these fields and related fields; and some knowledge of literature resources In these fields.

Education

For positions with an education requirement, or if you are qualifying for this position by substituting education or training for experience, submit a copy of your transcripts or equivalent. An official transcript will be required if you are selected.

A college or university degree generally must be from an accredited (or pre-accredited) college or university recognized by the U.S. Department of Education. For a list of schools which meet these criteria, please refer to [Department of Education Accreditation page](#).

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S.

education program; or full credit has been given for the courses at a U.S. accredited college or university. If you are qualifying based on foreign education, you must submit proof of creditability of education as evaluated by a credentialing agency. For further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>