

Librarian (Reference/Law)

EXECUTIVE OFFICE OF THE PRESIDENT

Office of Administration

Overview

- Open & closing dates: 11/01/2018 to 11/19/2018
Service: Competitive
- Pay scale & grade: GS 12
- Salary: \$81,548 to \$106,012 per year
- Appointment type: Permanent
- Work schedule: Full-Time
- Locations: 1 vacancy in the following location:
- Washington DC, DC
- Relocation expenses reimbursed: No
- Telework eligible: No

Duties

Summary

This position is located in the Executive Office of the President, Office of Administration. The Librarian (Reference/Law) will be responsible for responding to reference and research requests requiring definitive and authoritative information; performing rapid and accurate literature and case law searches providing information to clients in a precise and readily accessible format; developing training materials and marketing resources to assist clients with use of electrical resources.

Responsibilities

- As a Librarian (Reference/Law), GS-1410-12, your typical work assignments may include the following:
- Providing reference and research services to the EOP, especially in the areas of law, legislation, business, and international trade,
- Recommending new print and digital materials and services for the Library in the incumbent's areas of expertise,
- Planning, creating, and updating materials for the Library's intranet site,
- Developing and providing training and marketing resources to ensure effective EOP use of Library-provided resources, and
- Serving as the principal backup to the senior Law Librarian in providing complex legal and legislative research support to EOP.

Travel Required: Not required

Supervisory status: No

Promotion Potential: 13

Job family (Series): 1410 Librarian

Requirements

Conditions of Employment

- Must be a U.S. citizen or national
- Selective Service registration if a male born after December 31, 1959
- Subject to pre-employment and random drug tests
- Direct Deposit is required
- Relocation expenses will not be paid
- Suitability for Federal employment
- May be required to successfully complete a probationary period
- Only experience and education obtained by the closing date of this announcement will be considered.
- Status candidates must meet time-in-grade requirements (52 weeks at the next lower grade level).

Qualifications

MINIMUM QUALIFICATION REQUIREMENTS: All applicants must meet the qualification requirements outlined below to be considered minimally qualified for this position. The qualification requirements are in accordance with the OPM Qualification Standards. All qualifications must be met by the closing date of this announcement.

BASIC EDUCATION REQUIREMENT: Applicants must possess 1 full academic year of graduate study in Library Science from an accredited college or university; in addition to, the completion of all work required for a bachelor's degree.

-OR-

Applicants must possess a total of at least 5 years of a combination of college-level education, training, and experience. This education, training, and experience must 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.

SPECIALIZED EXPERIENCE: Applicants must have 1 full year of specialized experience at or equivalent to the GS-11 level or pay band in Federal service or equivalent experience in the private or public sector: responding to reference and research requests requiring definitive and authoritative information; performing rapid and accurate literature and case law searches and providing information to clients in a precise and readily accessible format; developing a variety of training materials and marketing resources to assist clients with use of electrical resources and library materials.

Experience refers to paid and unpaid experience, including volunteer work done through National Service program (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Promotion to the next highest grade level is neither guaranteed nor implied.

Education

The Librarian Series 1410 has a basic education requirement. All Librarians must meet the requirements for professional education in library science. For this position, applicants must possess one 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 possess a total of at least 5 years of a combination of college-level education, training, and experience. This education, training, and experience must 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.

Additional information

Veterans Employment Opportunity Act (VEOA): To be eligible for a VEOA appointment under Merit Promotion procedures, you must be a preference eligible or a Veteran separated after 3 years or more of continuous active service performed under honorable conditions.

Active Duty Military Members MAY apply under this announcement due to the Veterans Opportunity to Work (VOW) Act. You must submit a certification of expected discharge or release from active duty under honorable conditions along with your application for Federal employment. A certification is a document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days from the date of application. If selected, appointment eligibility requirements must be met prior to the effective date of appointment.

Males born after 12-31-59 must be registered or exempt from Selective Service (see <https://www.sss.gov/RegVer/wfRegistration.aspx>).

Interagency Career Transition Assistance Programs & Career Transition Assistance Programs: These programs apply to employees who have been involuntarily separated from a Federal service position within the competitive service or Federal service employees whose positions have been deemed surplus or no longer needed. To receive selection priority for this position, you must: (1) meet CTAP or ICTAP eligibility criteria; (2) be rated well-qualified for the position with a score of 85 or above; and, (3) submit the appropriate documentation to support your CTAP or ICTAP eligibility. For more information visit: http://www.opm.gov/rif/employee_guides/career_transition.asp. For more information about ICTAP eligibility please review the following link: <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/federal-employees/ictap/>

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your resume showing work schedule, hours worked per week, dates of employment and duties performed
2. Other supporting documents:
Cover Letter, optional
College transcript(s), if the position has an education requirement.

Most recent SF-50, "Notification of Personnel Action" showing you are/were in the competitive service and the highest grade or promotion potential held (if applying as a status candidate with current or former Federal Service). Please do not submit an Award SF-50 as it does not identify all the required information needed for eligibility verification.

Most recent Performance Appraisal, if applicable

DD-214, SF-15 Form and VA letter, or certification of expected discharge or release from active duty from Veterans for consideration under Veteran hiring authorities. DD-214 must be a Member 4 or Service 2 copy which reflects the type of discharge/character of service.

Noncompetitive appointment authority documentation, if applicable

Career Transition Assistant Program/Interagency Career Transition Assistance Program Documentation, if applicable (e.g. Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; SF-50 that documents the RIF separation action; and most recent performance appraisal.)

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

Benefits for federal employees

Healthcare insurance

Pay and leave

<http://www.usajobs.gov/Help/working-in-government/benefits/>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To apply, please go to <https://www.usajobs.gov/GetJob/ViewDetails/515496000>.

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

The complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement to receive consideration.

To begin, click Apply to access the online application. You will need to be logged into your USA JOBS account to apply. If you do not have a USA JOBS account, you will need to create one before beginning the application.

Follow the prompts to select your resume and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USA JOBS account

(<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

It is applicant's responsibility to verify that information entered and uploaded, (i.e., resume, veteran's documentation, completed assessment, and SF-50's) is received and accurate. Human Resources will not modify or change any part of your application. If a document is not in legible format, applicant will not be able to view it in Application Manager which means applicant must again upload or fax the documentation by the closing date of this announcement.

Application packages will NOT be accepted via mail. Due to security processes, mail delivery takes approximately 2-3 weeks to process at which time the vacancy announcement will be closed and no further consideration will be given to additional application packages.

Click the following link to view and print the occupational questionnaire
<https://apply.usastaffing.gov/ViewQuestionnaire/10330683>.

Agency contact information

Client Services EOP - OA

Phone: 202-395-1088

Email: EOPJOBS@OA.EOP.GOV

Address

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725 17th Street
Washington, DC 20503
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