

Librarian (Law)

DEPARTMENT OF JUSTICE

Overview

Open & closing dates

03/13/2019 to 03/26/2019

Pay scale & grade

GS 9 - 13

Salary

\$56,233 to \$126,062 per year

Work schedule

Full-Time

Duties

Summary

Library Staff is seeking to hire a highly qualified Librarian for one of their library locations to assist in meeting the informational needs of the attorneys within Department of Justice (DOJ). The DOJ Library System provides a complete range of library and related information services to DOJ employees within the various DOJ Offices, Boards, and Divisions (OBDs).

Responsibilities

- Provide reference and research services to Library users.
- Serve as librarian liaison in communicating with library patrons, library staff, other national libraries, library and information centers, experts in government agencies, associations, the private sector, and/or research groups.
- Provide legal and non-legal reference and research services tailored to meet researchers' specific needs, including in-depth searching to assess information and program requirements.
- Provide presentations, training, and education; Promote library services, programs, and materials;
- Develop and maintains Web-based subject guides.
- Develop special reports, bibliographies, and other publications.

- Provide guidance to library patrons on how to access information resources, including books, multimedia recordings, archival materials, electronic database information, digital materials, electronic journals, and bibliographic citations.
- Search and locate information from a variety of sources and electronic databases;
- Assist in selecting and maintaining library collections (legal and non-legal), in print and electronic formats; and Assemble usage statistics and other library metrics.
- Responsibilities will increase and assignments will become more complex as your training and experience progresses.

Requirements

Conditions of Employment

- Must be a U.S. Citizen or National
- Must complete a Background Investigation to include drug testing
- Selective Service Registration is required, as applicable
- May require completion of one year probationary period

Qualifications

All applicants must meet the Basic Education requirements below.

A. Completion of 1 full academic 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; **(Transcripts Required)**

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 that the education, training, and experience provided 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.

In addition to meeting the Basic requirement above, to qualify for this position you must also meet the qualification requirement listed below.

You may qualify at the GS-09 level, if you meet the following qualification requirement:

One year of specialized experience equivalent to the GS-07 level in federal service performing the following duties: 1) Providing basic library services and product; 2) Applying standard

reference tools and established techniques and practices; and 3) Understand the concepts, theories, and information related to law.

OR

2 full years of progressively higher level graduate education or master's in library science or equivalent graduate degree, e.g., LL.B. or J.D., related to the position. **(Transcripts Required)**

You may qualify at the GS-11 level, if you meet the following qualification requirement:

One year of specialized experience equivalent to the GS-09 grade level in the federal service that demonstrates your ability to: 1) Providing advanced legal and legislative reference services utilizing technically complex resources and specialized finding aid; 2) Prepares justifications for acquiring new or additional materials for the collection; and 3) Prepares basic finding aids for related written products describing legal and legislative research methodologies.

OR

3 full years of progressively higher level graduate education in library science or doctoral degree (Ph.D. or equivalent) related to the position. **(Transcripts Required)**

You may qualify at the GS-12 level, if you meet the following qualification requirement:

One year of specialized experience equivalent to the GS-11 grade level in the federal service that demonstrates your ability to: 1) Developing resources directories, in both paper and electronic format; 2) Providing comprehensive reference, research, advisory, evaluative, and instructional services to individuals and groups; and 3) Prepares justifications for acquiring new or additional materials for the collection.

You may qualify at the GS-13 level, if you meet the following qualification requirement:

One year of specialized experience equivalent to the GS-12 grade level in the federal service that demonstrates your ability to: Providing content management, customer service and/or technical support in a large professional services environment; 2) Providing core technical, and program support for a law library's growing array of electronic information systems and services; and 3) Planning, scheduling, coordinating, and monitoring the operations of the law library.

Education

All academic degrees and coursework must be completed at a college or university that has obtained accreditation or pre-accreditation status from an accrediting body recognized by the U.S. Department of Education. For a list of schools that meet this criteria, see www.ed.gov.

OR

Education completed in foreign colleges or universities may be used to meet the above education requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to timely provide such evidence by submitting proof of creditability of education as evaluated by a credentialing agency with your application materials. More information may be found at <https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>.

All documentation must be in English or include an English translation. <https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Your application will be evaluated and rated under DOJ's Category Rating and Selection Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed on this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses on the Occupational Questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. If it is determined you meet minimum qualification requirements, your application will then be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified. Within these categories, applicants eligible for Veterans' Preference will receive selection priority over non-veteran preference eligibles.

All applicants' qualifications will be evaluated on the following competencies (knowledge, skills, and other characteristics):

- **Manages and Organizes Information**
- **Information Management**
- **Communications and Media**

Please Note: The Selecting Official may select additional candidates if more positions become available within 90 days after the HR office issues the selection certificate.

How to Apply:

To apply, go to <https://www.usajobs.gov/GetJob/ViewDetails/527193100>.