

Research Librarian

Supreme Court of the United States

GG 12 - \$81,548 to \$126,062 per year

Responsibilities

Provides in-depth, comprehensive legal and multidisciplinary research for Chambers, law clerks, Court Officers, staff, and others. Serves as a research expert in culling through resources in a wide array of formats and fields of inquiry to provide thorough responses to questions. Determines efficient and effective search strategies while under intense time pressure and tight deadlines. Organizes and synthesizes complex search results to meet research needs and expectations, working closely with individual requestors. Performs collection development through selection responsibilities and resource evaluations. Provides training and orientation to law clerks and new employees regarding Library resources and services. Participates in the design and maintenance of a complex relational database for research inquiries. Maintains broad programmatic responsibilities for long-term projects which impact the overall effectiveness of the Research Department and the Library. Works as a member of the Research Department with substantial independence on individual requests and projects, as well as in collaboration with staff in all Library departments.

Requirements

Conditions of Employment

- U.S. Citizenship
- Meet Experience Requirements (see Qualifications)
- Employment is subject to successful completion of a security background check.
- If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See: www.sss.gov

Qualifications

At least three years of professional experience in a law library setting, performing legal research, general reference, and legislative and historical research in both print and electronic formats and resources is required. Experience with major legal and non-legal databases, including Westlaw, Lexis, HeinOnline, PACER, Proquest, and JSTOR is required. Experience in the research and literature of one non-legal subject area, such as business, history, or empirical research is highly desirable. Knowledge of a foreign language is also desirable.

Education

Master's degree in Library and Information Science from an ALA-accredited institution is required. A Law degree from an ABA-accredited institution is strongly preferred.

Additional information

Working for the Supreme Court of the United States offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. Additional benefits include flexible spending accounts, long-term care insurance, and the SmartBenefits transit subsidy.

How You Will Be Evaluated

- You will be evaluated for this job based on how well you meet the qualifications above.
- We will review and assess your application package in comparison with the posted qualifications for the position.

Background checks and security clearance

- Security clearance: Not Required
- Drug test required: No

How to Apply

To apply, please go to <https://www.usajobs.gov/GetJob/ViewDetails/525439100>.