Librarian (Law)
Department of Justice – Washington, DC

Open & closing dates
02/25/2020 to 03/10/2020

Salary
$59,534 to $133,465 per year

Service
Competitive

Appointment type
Permanent

Pay scale & grade
GS 9 - 13

Work schedule
Full-Time

Duties

Summary
The Librarian (Law) position is responsible for providing in-depth, comprehensive legal and multidisciplinary research, collection maintenance and development, orientation and training in using Library resources and services, and has broad programmatic responsibilities for long-term projects that affect the overall effectiveness of the Department of Justice Libraries.

Responsibilities
The following duties and responsibilities reflect requirements at the full performance level of the position (GS-13). At the GS-9, 11, and 12 levels, applicants will receive training, development, and/or increased supervision to eventually perform successfully at the full performance level of the position.

- Provides comprehensive legal and legislative reference services to customers.
- Solves complex problems that involve relationships among different library reference functions.
- Provides training and public awareness to customers regarding US Department of Justice legal and legislative library programs and services.
- Designs, configures, implements, and evaluates automated library systems to improve services.
- Creates and updates material for library websites, and ensures it adheres to all Department guidelines
- Advises and trains experienced librarians in new and emerging library technologies, references, or related information.
**Requirements**

*Conditions of Employment*

- You must be a United States Citizen or National.
- You will be required to complete a pre-employment security investigation and background check which includes a drug screening.
- You may be required to complete a one-year probationary or trial period.
- Selective Service registration is required for males born on, or after, December 31st 1959. Those not registered should have an approved exemption on file.
- You must meet all eligibility requirements by the closing date of this announcement and continue to meet these requirements throughout the hiring process. Offers can be rescinded if requirements are not met.
- Additional selections may be made from this announcement, for up to 90 days, if openings occur in other offices serviced by Justice Management Division.

**Qualifications**

*Position Requirements*

All applicants applying for this position at any grade level (i.e. GS-9, 11, 12, and/or 13) must meet the education requirement and specialized knowledge requirement listed below.

**Basic Requirement (All Applicants):**

Applicants must meet the requirements specified in paragraphs A or B 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; 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.

**Specialized Knowledge Requirements: All Applicants**

Applicants must possess specialized knowledge of law, and their education and experience must have included or been supplemented by the requirements specified in one of the paragraphs below.

A. 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 semester hours in law or law-related coursework.

OR
B. Completion of at least 24 semester hours of legal study in an accredited law school for positions primarily concerned with providing library services in law or legislative reference; OR
C. 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 law or a related subject-matter field; an understanding of the standard methods, procedures, and techniques of research and analysis in the field of law; ability to acquire additional information about the field and related fields; and some knowledge of literature resources in the field. Such experience should be equivalent to that which would have been acquired through successful completion of a full 4-year curriculum in an accredited college or university with major study in appropriate subjects, or combination of subjects, as specified in (a) above; or legal training as specified in (b) above. OR D. Any time equivalent combination as described in (c) with education as described in (a) or (b) above.

In addition to the education and specialized knowledge requirements listed above, to qualify for the position of Librarian (Law), (GS-1410-9/11/12/13), you must possess the required specialized experience:

**GS-09 Applicants**
To Qualify for the GS-09 Librarian (Law) position, you must meet one of the following education and/or experience requirements below:

A. Education
2 full years of progressively higher graduate level education or master’s in library science or equivalent graduate degree, e.g. LL.B. or J.D., related to the position.
OR
B. Specialized Experience
1 year equivalent to at least the GS-07. Specialized experience is defined by the following: 1) Providing library reference services; 2) Applying standard library reference tools and established techniques and practices; AND 3) Researching legal and/or litigation references to answer questions related to law.
OR
C. Combination of Education and Experience
A combination of education and experience as described in items A and B, computed as a percentage of requirements equal to 100%. To compute the combination of education and experience, use the following formula: Divide the total months of experience by 12. The divide the semester hours of graduate education beyond the FIRST year by 18. Finally, add the two percentages.

**GS-11 Applicants**
To Qualify for the GS-11 Librarian (Law) position, you must meet one of the following education and/or experience requirements below:
A Education
A Ph.D. or equivalent doctoral degree, or 3 full years of progressively higher level graduate education leading to such a degree, or an LL. M., in a field that demonstrates the knowledge, skills, and abilities necessary to do the work of the position.

OR

B. Specialized Experience
1 year equivalent to at least the GS-09. Specialized experience is defined by the following: 1) Providing library reference services; 2) Preparing justifications for acquiring new or additional materials for a collection; AND 3) Preparing basic finding aids for written products describing legal and legislative research methodologies.

OR

C. Combination of Education and Experience
A combination of education and experience as described in items A and B, computed as a percentage of requirements equal to 100%. To compute the combination of education and experience, use the following formula: Divide the total months of experience by 12. The divide the semester hours of graduate education beyond the SECOND year by 18. Finally, add the two percentages.

GS-12 Applicants
To qualify for the GS-12, you must meet the specialized experience as described below:

A. Specialized Experience
One year of specialized experience equivalent to the GS-11 grade level performing the following duties: 1) Developing legal or law-related resources directories, in both paper and electronic format; 2) Providing instructional library services to individuals and groups; AND 3) Preparing justifications for acquiring new or additional materials for a collection.

GS-13 Applicants
To qualify for the GS-13, you must meet the specialized experience as described below:

A. Specialized Experience
One year of specialized experience equivalent to the GS-12 grade level performing the following duties: 1) Providing technical and program support for electronic library information systems and services; 2) Planning, scheduling, coordinating, and/or monitoring the operations of a law library; AND 3) Recommending solutions to fill gaps and update library collections to improve service to customers.

You MUST meet all qualification requirements for the grade level(s) you are applying to by the closing date of this announcement, 03/10/2020.

Your resume must support your responses to the questionnaire and qualification requirements. Failure to do so may result in an ineligible rating. See the Required Documents section for important notes about what must be included in your resume.

Education
This position has an education requirement for all grade levels (GS-9, 11, 12, and 13). Please review the Basic Requirements and Specialized Knowledge requirements under the "Qualifications" section.

You must submit transcripts with your application. We accept unofficial transcripts with your initial application, however, you will need to provide official transcripts at a later stage in the application process.

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

Education must be reviewed and certified by an accrediting institution recognized by the U.S. Department of Education in order for it to be creditable toward your qualifications. Therefore, you should provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that 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. For more information about this requirement, please visit the U.S. Department of Education website for Foreign Education Evaluation.

All documentation must be in English or include an English translation.

Apply at: https://www.usajobs.gov/GetJob/ViewDetails/560830200