Law Librarian
Public Defender Services for DC (PDS) – Washington, DC

Vacancy Announcement: #PDS-2020-10
Pay Series: PDS 12/13 (GS 12/13 Equivalent)
Opening Date: Feb 20, 2020
Closing Date: Mar 26, 2020

Organization Description:
The Public Defender Service for the District of Columbia (PDS) is a federally funded, independent organization; governed by an eleven-member Board of Trustees, PDS provides legal representation to individuals facing a loss of freedom in criminal, delinquency, and mental health matters in the District of Columbia. PDS’s approximately 200 attorneys, social workers, investigators, and administrative and technical staff collaborate with each other to advance the PDS mission. PDS’s main office is located at 633 Indiana Avenue, N.W., Washington, D.C. District of Columbia residency is not a requirement for employment. PDS is funded by federal appropriations, and all employees are entitled to participate in the federal health and life insurance plans, the federal retirement plans, and the Thrift Savings Plan. Transferring employees will receive recognition of creditable federal service for leave accrual and retirement purposes. Employment at the Public Defender Service is neither federal nor District of Columbia government employment, and all employees are at-will.

Position Description:
This position is located in the Administrative Services Division of the Public Defender Service (PDS) for the District of Columbia and reports to the Chief Administrative Officer (CAO). The Administrative Services Division has eight full-time and one contractor working under the leadership of the Chief Administrative Officer. The division manages services that cover safety and security, building maintenance, property inventory, record retention, library services, copy and supply, reception, and other administrative tasks necessary to support the other PDS divisions.

Position Background:
The librarian provides professional research and reference services to staff attorneys, law clerks, administrators, Criminal Justice Act (CJA) panel lawyers, clients and duty day walk-ins (when needed) using primarily computer-based research resources. Must have familiarity with D.C. law and expertise compiling and locating legislative history. Will provide reference request support from attorneys in the various legal divisions as well as requests for materials from social workers and the Executive Division. Manages the PDS Library which includes purchasing new materials, updating the collection, conducting an annual inventory, updating loose-leaf materials and pockets parts. Prepares the library budget and works with the CAO to maintain contracts with Westlaw, Lexis and Iron Mountain. Updates and maintains the PDS online card...
catalog, SCOUT. Develops and maintains an online D.C. research database on specific and frequently requested topics and makes them available on the PDS intranet as well as on the CJA website. Directs delivery of library electronic research services to all library users. Advises in aspects of electronic research needs, objectives and capabilities. Produces content and develops electronic outreach and training products including research instruction guidelines, newsletters, and training materials. Organizes and provides online and print access to collections of books, publications, and electronic resources. Designs and develops effective training materials for audiences including attorneys and law clerks. Coordinates and conducts library user training and orientation programs for staff, CJA attorneys, and law clerks. Leads library web projects. Provides access to and training on Lexis, Westlaw, BNA, and other online research services. Evaluates emerging technologies and electronic products (including value of content, usability, and technical requirements) and makes recommendations to the CAO. Participates in library policy formulation and implements internal operating policies and procedures to meet the goals of the library program. As a solo librarian, performs administrative duties related to the operation of the library, i.e., requisitioning library supplies and equipment; preparing periodic and special reports relating to library operations; establishing and maintaining library files, records, etc., and circulating by email the weekly opinions from the D.C. Court of Appeals to PDS attorneys. The librarian manages relevant organization publications and subscription renewals, maintains and disseminates information on special topics and performs other duties as assigned.

**Required Qualifications:**
Master’s degree in library or information science from an ALA-accredited institution. Minimum of one year of full-time professional library experience or equivalent. Excellent online research skills (including Lexis, Westlaw, and other online services) and in-depth familiarity with both print and electronic resources. Knowledge of library systems, trends and emerging technologies; ability to incorporate new ideas into research methods and shared services and strong customer service skills. Ability to work in a high demand, time-sensitive environment with the ability to respond to numerous research requests.

**Preferred Qualifications:**
Experience working in a law library, familiarity with criminal law, particularly in the context of working with low income clients, and a Juris Doctor from an ABA-accredited institution.

**How To Apply:**
Applicants must submit: (1) a cover letter; (2) a resume; (3) a list of three references (name, address, telephone number, and a statement of how each reference is able to evaluate your skills) and a writing sample. Materials should be consolidated as a single PDF and submitted by 5:00 p.m. on March 26, 2020 through the PDS employment portal at www.pdsdc.org ("Apply To This Job" button).
If you have questions about the position or our organization contact Jennifer Thomas at (202) 824-2337 or jenthomas@pdsdc.org.