Summer Assistant – Research Services Department
Supreme Court of the United States Library – Washington, DC

Overview
Open & closing dates
02/26/2020 to 03/18/2020

Salary
$23.40 to $23.40 per hour

Service
Excepted

Appointment type
Summer

Pay scale & grade
GG 7

Work schedule
Full-Time

Duties
Summary
This is a summer position with the Library of the Supreme Court of the United States in Washington, D.C.
Closing Date: Wednesday, 03/18/2020, 11:59 PM EDT

Responsibilities
- The Summer Assistant in the Research Services Department of the Library will create and update research guides and bibliographies, work on weeding and collection development projects, and assist librarians with selected research questions.
- Depending on the assistant's educational background, additional duties and projects may be assigned.

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
Applicants must meet the following qualifications:

1. Meet education requirements (see below).
2. Work experience, preferably in a legal office or library setting.
3. Ability to communicate clearly, courteously, and effectively both orally and in writing required.
4. Availability for at least eight weeks.

**Education**
Enrollment in, or completion of, a Master of Library Science degree program including completion of at least one legal bibliography or government documents course -OR- successful completion of one year toward a law degree and library work experience.

**Additional information**
Summer Assistants are temporary staff members. Appointments are for a minimum of 8 weeks and a maximum of 13 weeks. Summer Assistants are eligible for the SmartBenefits transit subsidy. Please note that the Court does not offer a parking benefit to Summer Assistants.

Apply at: [https://www.usajobs.gov/GetJob/ViewDetails/560992200](https://www.usajobs.gov/GetJob/ViewDetails/560992200)