Summer Assistant – Technical Services & Special Collections
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 primary work assigned to the Summer Assistant consists of creating metadata for a complex collection of Supreme Court documents and performing some original cataloging. The Summer Assistant will assist with a re-labeling / item record creation project focused on legal materials. As time permits the Summer Assistant will have an opportunity to work with the Special Collections / Records and Briefs Librarian to assist in processing materials for the Collection.

Qualifications
Applicants must meet the following qualifications:
1. Meet education requirements (see below).
2. Demonstrated experience in working with special collections.
3. Demonstrated cataloging or metadata experience, preferably in a library or legal office setting.
4. Demonstrated experience with Microsoft Office products.
5. Ability to communicate clearly, courteously, and effectively both orally and in writing required.
6. Availability for at least eight weeks.

Other Considerations:
A law degree or work towards a J.D. is not required, but familiarity with special collections, the American legal system, and/or legal publishing will be helpful.

**Education**
Enrollment in a Master of Library Science degree program including completion of at least two metadata creation or traditional cataloging courses that included RDA and, if not graduated, at least two semesters completed towards a library degree.

**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.

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