



## United States Court of International Trade

One Federal Plaza  
New York, NY 10278-0001  
[www.cit.uscourts.gov](http://www.cit.uscourts.gov)

Job Number: FY 12-07  
Opening Date: August 30, 2012

---

### VACANCY ANNOUNCEMENT

---

**Position:** Assistant Librarian/Archivist

**Salary:** CL-28 (\$ 62,046 - \$ 100,893) commensurate with qualifications, salary, and experience

**Closing Date:** First Cut-Off Date: September 14, 2012 (Applications received by this date will receive first consideration.)  
Final Closing Date: September 28, 2012

---

#### **Position Overview:**

The United States Court of International Trade is accepting applications for the position of Assistant Librarian/Archivist. This position reports directly to the Information Resources Manager/Law Librarian. The incumbent is responsible for providing a full range of research and other related professional library services to the Judges, Court personnel and other clientele. In the primary role of Assistant Librarian, the incumbent provides guidance and access to information resources, within the physical confines of the library and from outside sources such as data bases, telecommunications networks, and cooperative arrangements. In the secondary role of Archivist, the incumbent provides reference and research services with respect to large bodies of permanently valuable records preserved as documentary evidence of the mission of the Court.

The incumbent serves as a subject matter research specialist on legal topics by answering reference queries and assisting clientele in locating library materials. He/she evaluates and recommends to the Librarian print materials, electronic information resources and computer technologies to meet the needs of the library and the Court. He/she participates in library networks, initiates and maintains professional contacts with other librarians to provide the fullest possible range of research materials to the Judges and other Court personnel. Additionally, the incumbent assists with various other aspects of library operations, including ILL, government documents, and technical services. In the role of Archivist, the incumbent participates in the Court History Committee meetings and works on all aspects of development and implementation of the Court's Non-Case Archives program. He/she inventories and maintains the General Collection, which includes judges' papers, personal files, speeches, awards, photographs, memorabilia, biographical sketches, audio and visual recordings and artifacts.

#### **Qualifications:**

To qualify for this position at the CL-28 level, applicants must possess a Master's degree, from an accredited college or university, in library or information science, archival science, history, political science or government or a Juris Doctor (JD). In addition, candidates must have a minimum of four (4) years of experience of which at least one year is specialized experience, equivalent to work at the CL-27 level, in a law library, performing duties that are close or similar to the work of this position.

Work performed must include experience that reflects a knowledge of library administration and management, including research skills in search strategies and specialized searching languages as well as a knowledge of professional archivist concepts, principles and practices, including the ability to provide archives-related reference and research services using print and computer-based research resources and methods.

Additionally, knowledge of federal court and court library policies, procedures, systems, administration and operations is preferred.

#### **Salary and Benefits:**

A generous benefits package is available and includes the following: paid annual and sick leave; ten paid federal holidays; participation in the Federal Employees Health Benefits Program (FEHB), supplemental dental and vision insurance under the Federal Employees Vision and Dental Insurance Program (FEDVIP), Federal Employees Group Life Insurance (FEGLI), Flexible Spending Accounts (FSA), Long-Term Care Insurance, Federal Employees Retirement System (FERS) and Thrift Savings Plan (TSP).

***Application Procedure:***

To be considered for this position, please submit a cover letter specifying how you satisfy the qualifications listed above, along with a detailed résumé and two letters of recommendation. A résumé without the required cover letter addressing the qualifications and/or the two letters of recommendation will not be considered. An optional submission of a recent writing sample and exemplar of a relevant course you have developed and/or taught would be advantageous.

All applications should be directed via mail to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, #FY 12-07 or via e-mail in WordPerfect, Word, or PDF format to: Human\_Resources@cit.uscourts.gov. Please use only one method of application.

Only those candidates selected for interview will be contacted.

NOTE: Application materials will not be returned.

**APPLICANTS MUST BE UNITED STATES CITIZENS OR ELIGIBLE TO WORK IN THE UNITED STATES**

**ALL APPOINTMENTS ARE SUBJECT TO AN FBI BACKGROUND CHECK**

**ELECTRONIC FUNDS TRANSFER (EFT) IS MANDATORY FOR PAYMENT OF NET PAY**

**UNITED STATES COURT OF INTERNATIONAL TRADE IS AN EQUAL OPPORTUNITY EMPLOYER**