

Position:	Library Technician Court Personnel System Classification Level (CL) 24.
Position Type:	Part-time, 20 hours per week.
Salary Range:	\$16,296-\$20,394: Expected starting salary range, based on experience and qualifications. \$16,296-\$26,520: Full annual salary range.
Closing Date:	Applicant materials received by September 30, 2008 will receive full consideration. Position open until filled.
Location:	Tucson, Arizona

REPRESENTATIVE DUTIES

- Receives and processes incoming library materials; maintains inventory records for library collection.
- Maintains library stacks; files and otherwise updates collection materials.
- Assists users in operation of library equipment; assists in keeping equipment in good working order.
- Assists in maintaining adequate library consumable supplies; orders supplies.
- Assists with circulation, interlibrary loan, and maintains circulation records.
- Assists judges, court staff and public in locating materials; explains library policies and procedures as necessary.

REQUIRED QUALIFICATIONS

- High school graduate or equivalent, plus two years of general office experience. Education above the high school level may be substituted for general office experience.
- One year of library work experience.
- Ability to perform moderate to heavy physical activity, including lifting heavy boxes.
- Applicant must be a United States citizen or eligible to work for the federal government.

PREFERRED SKILLS

- Skill in the use of Windows-based personal computers and basic office applications software.
- Skill in use of standard office equipment.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Strong organizational skills.
- Effective oral and written communication skills.

APPLICATION PROCESS

Submit cover letter, resume, and salary history to:

LIBRARY - U.S. Court of Appeals

Attn: Personnel Specialist

P.O. Box 193728

San Francisco, CA 94119-3728

fax: (415) 355-8696

email: Personnel@LB9.uscourts.gov

Because of the volume of applicants anticipated, only applicants selected to proceed to the next phase of the selection process will be notified.

BENEFITS AND OTHER INFORMATION

Federal court employees are not included in the government's civil service classification; however, they are entitled to the same benefits as other federal employees and some additional benefits. These include: paid annual and sick leave; automatic enrollment in a retirement plan and in direct deposit of earnings; and optional enrollment in health benefits, life insurance, dental insurance, vision insurance, tax-deferred savings, long-term care insurance, and long-term disability insurance programs.

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