



WILLIAM J. CAMPBELL LIBRARY

United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2025-9
5/8/2025

POSITION VACANCY

Position: LIBRARIAN

Location: Chicago, Illinois or Indianapolis, Indiana

Salary Range: **Chicago:** CL 27 (\$66,104 - \$107,482) depending upon experience and educational qualifications

Indianapolis: CL 27 (\$59,683 - \$97,043) depending upon experience and educational qualifications

This position has promotional potential to the CL 28 without further competition

Closing Date: Priority given to applications received by June 6, 2025. Position open until filled.

Job Summary:

The Libraries of the U.S. Courts for the Seventh Circuit includes a headquarters library in Chicago and four branch libraries located in Milwaukee, Madison, South Bend, and Indianapolis. Our organization promotes creativity and innovation, and we are looking for a candidate with these qualities. The Librarian position can be in the Chicago or Indianapolis location. The incumbent is part of a team providing library services, information, and materials to judges, law clerks, and judiciary staff throughout the Seventh Circuit. The successful candidate will provide research assistance and group and individual training on research resources to federal judges and court staff. The incumbent also participates in library outreach, collection development, and collection management. Both the Chicago and Indianapolis libraries are used by members of the bar and the public.

Representative Duties:

- Provide in-depth legal and non-legal research assistance and instruction both in-person and virtually to judges and court staff.
- Participate in collection development.
- Take an active role in promoting library services and resources to judges, law clerks, and court staff through public relations and outreach efforts.
- Trains judges and court staff in research sources and methods
- Contribute to newsletters, research guides, electronic communications and web pages created by the librarians.

- Other duties or special projects as assigned.

Required Qualifications:

Master's degree in Library Science (MLS) from an ALA accredited school of Library or Information Science. A minimum of one year of experience in a law library performing research services. Demonstrated teaching experience, in an online environment or in-person instruction. Excellent communication skills, both oral and written, strong organizational skills, and demonstrated customer service skills. Ability to work independently and collaboratively. Occasional travel to other courthouses within the Circuit is required. The required hours for this position are an 8-hour day between 8:30am-5:00pm (Monday-Friday).

Preferred Qualifications:

A law Juris Doctor (ABA-accredited) with at least two years of law library experience. Experience with an Integrated Library System (SIRSI preferred). Experience developing and delivering instructional sessions. Bluebook citation knowledge.

Benefits:

Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy (budget dependent). Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FGLI), Flexible Benefits Program, and Dental and Vision Insurance, and an onsite gym. Information can be found on the court's website under Human Resources at: www.ca7.uscourts.gov.

Application:

Consideration will only be given to those individuals who apply through the court's online applicant tracking system and provide a resume and cover letter.

<https://www.governmentjobs.com/careers/uscourtsilnd/7thcircuitcoa>

Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. Travel expenses for interviews cannot be reimbursed.

Please note that this position is not covered by the Fair Chance Act and requires that applicants provide criminal history information prior to receiving any conditional offer of employment. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER