

UNITED STATES COURT OF APPEALS FOR VETERANS CLAIMS
625 Indiana Avenue, N.W., Suite 900
Washington, D.C. 20004

POSITION VACANCY ANNOUNCEMENT

Announcement No.: 22-04

Open: 06/16/2022

Closing Date: 06/30/2022

Position: Law Librarian (CS-1410-11/12) (equivalent to GS-1410-11/12, salary range including Washington-Baltimore 2022 Locality Pay is \$74,950 - \$116,788)

Conditions of Employment: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of fingerprinting and a background security investigation with favorable adjudication. Failure to meet these requirements will be grounds for termination.

This appointment is made without regard to Title 5 governing appointments in the competitive service. All appointments are Excepted Service.

Area of Consideration: Government-wide

Telework eligible : Yes—as determined by the agency policy.

Background: The United States Court of Appeals for Veterans Claims is an independent Court established in 1988 by President Ronald Reagan. The Court has exclusive jurisdiction over decisions of the Board of Veterans' Appeals (Board or BVA). The Court reviews Board decisions appealed by claimants who believe the Board erred in its decision. As a court of record, the Court is part of the United States judiciary and not part of the Department of Veterans Affairs.

Position Summary

The U.S. Court of Appeals for Veterans Claims is seeking a Law Librarian to support the work of the Court. As a court of record, the Court is part of the United States judiciary and not part of the Department of Veterans Affairs. The laws creating and establishing the Court are codified in chapter 72 of title 38, United States Code. The Court has exclusive jurisdiction over decisions of the Board of Veterans' Appeals (Board or BVA). The Court reviews Board decisions appealed by claimants who believe the Board erred in its decision. The Court's review of Board decisions is based on the record before the agency and arguments of the parties, which are presented in a written brief, with oral argument generally held only in cases presenting new legal issues.

Major Duties

1. Oversees technical services: acquisitions, cataloging, classification, and materials processing. The Librarian performs duties and has responsibilities such as the following:
2. Maintains Court inventory of law books, subscriptions, and chambers book collections. Purge obsolete and/or unwanted resources, while remaining in compliance of federal and local regulations and policies.
3. Selects and acquires library materials, including print and electronic information resources to meet the needs of the Court and establishes relationships with library service vendors.
4. Provides research, reference, and consultation services for the judges and other Court personnel.
5. Assists and instructs Court personnel with computer searches and library research methods.
6. Coordinates and conducts library user training and orientation programs and schedules Westlaw and Lexis

training sessions.

7. Manages an interlibrary loan program through personal contact with the Library of Congress and other federal libraries in DC. (The library does not participate in OCLC/ILIAD.)
8. Maintains an online integrated library catalog system which is accessible to Court personnel. The library currently uses SirsiDynix, which houses and updates the Court's system on their servers.
9. Manually upload Court decisions/opinions to files for inclusion on the Court's website.
10. Serves as the liaison with Westlaw and Lexis, trouble-shooting any problems with the publication of the Court's documents.
11. Participates in library networks, initiates and maintains professional contacts with other librarians to provide the fullest possible range of research materials to judges and other court staff.
12. Develops and justifies the library's annual budget.
13. Participate in managing and maintaining the content of the CAVC internet and intranet websites. Develop, format, write and/or edit new and existing webpage content.

Performs other duties as assigned.

Required Competencies (Job Knowledge, Skills and Abilities)

The duties of the Librarian require: (1) knowledge in the basic concepts, principles, policies, and theories of library administration and management; (2) knowledge of the Library of Congress Classification System and cataloging procedures and practices; (3) knowledge of legal resources available for research; (4) knowledge and skill in conducting legal research and instructing Court staff in the various research techniques using electronic and conventional media; (5) ability to assist in the coordination of the library's computer-assisted legal research program; (6) ability to effectively and appropriately interact with judges and Court staff providing customer service; (7) skill in assigning, prioritizing, monitoring and reviewing work assignments; (8) knowledge in the Court's procurement policies particularly as they relate to library acquisitions; (9) knowledge of online bibliographic database techniques, software tools, and automated equipment; (10) skill in the use of the automated integrated library system; (11) the ability to work productively, setting priorities, and meeting deadlines; (12) a keen knowledge of automation concepts and applications; (13) a high level of effective communication skills both orally and in writing; (14) knowledge and compliance with the Code of Conduct for Judicial Employees and Court confidentiality requirements; (15) the ability to consistently demonstrate sound ethics and judgment; (16) ability to conduct legislative history searches using various research platforms.

Complexity

The tasks performed vary daily and cover a broad range of library functions. The incumbent independently makes decisions based on thorough knowledge of the profession and the library's policies, practices, and judicial needs.

Organizational Relationships

The Librarian interacts primarily with judges, chambers staff, and the legal staff for the purpose of providing legal research or other library services. The incumbent also has contact with others including the finance, administrative, and support staff. Contacts within and outside the Court are made to seek, exchange, and provide information.

Qualification Requirements: To qualify for this position, you must meet the below requirements.

- Proficiency in using electronic research systems, including Bloomberg Law, Lexis+, and Westlaw Edge.

- Excellent customer service skills, a professional demeanor, and a demonstrated ability to work as part of a team.
- Applicants must possess a specialized knowledge of the legal and legislative reference field as it relates to the position. Two (2) years of pertinent experience of such nature and level to provide a knowledge of the basic principles, theories, practices, techniques, terminology and expressions of the legal and legislative reference field; an understanding of the standard methods, procedures, and techniques of research and analysis in these fields; a ability to acquire additional information about these fields and related fields; and some knowledge of literature resources In these fields.
- Completion of 1 full academic year of graduate study in library science or information science from an ALA-accredited college or university program, in addition to possessing a bachelor's degree; **OR**
- A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

Time in Grade Requirement for GS-11: Applicants who have held a General Schedule (GS) position within the last 52 weeks must have 52 weeks of Federal service at the next lower grade or equivalent (GS-09).

Time in Grade Requirement for GS-12: Applicants who have held a General Schedule (GS) position within the last 52 weeks must have 52 weeks of Federal service at the next lower grade or equivalent (GS-11).

Instructions for Applying:

Submit the following: Resume, OF-306 (Declaration for Federal Employment) and SF-50 (Notification of Personnel Action [if applicable]). Send applications attention to employment@uscourts.cavc.gov. A copy of the OF 306 is available at www.uscourts.cavc.gov under Employment.

The United States Court of Appeals for Veterans Claims is an equal opportunity employer. All applicants will receive consideration without regard to race, color, age, sex, religion, marital status, or national origin.