



UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

Vacancy Announcement #: 25L03

POSITION: Part-Time Branch Librarian, Utah Federal Court Libraries, Salt Lake City, UT

SALARY RANGE: CL 28/01 (\$70,894) – CL 28/61 (\$115,213)

OPEN DATE: March 12, 2025 – **Revised and re-opened on 7/8/2025.**

CLOSING DATE: Open-Until-Filled. **Applications reviewed as received.**

POSITION OVERVIEW: The Branch Librarian for the Utah Libraries manages and maintains law libraries and provides research and reference services to federal judges and judiciary staff in the Salt Lake City courthouses and throughout the District of Utah. The Branch Librarian works with the Circuit Librarian and other Research and Reference Librarians circuit-wide to develop and deliver training and educational programs to court staff and to provide online reference and research services (including Westlaw, Lexis-Nexis, OCLC, SIRSI ILS, and the judiciary intranet). The librarian is expected to perform outreach, be comfortable with emerging technologies, improve access to online databases and Internet resources, and provide training. The librarian may perform chambers collection maintenance, as needed. The librarian works as part of a collaborative team on library-wide issues and projects with other librarians in the Circuit. Additional duties as assigned. This position reports to the Associate Circuit Librarian in Denver. This permanent position is up to three-quarters time and includes a comprehensive benefits package. Travel within the circuit may be required.

REQUIREMENTS: Master's degree in library science from an ALA-accredited institution and at least three years of professional law library experience. A JD from an ABA-accredited law school is not required but is strongly preferred.

Applicants should have solid online research skills (including Lexis, Westlaw, and the Internet) and familiarity with both print and electronic resources; experience working with instructional technology and multi-media formats; excellent organizational, interpersonal, and communication skills, including willingness to make presentations, conduct training sessions, and work in a team environment.

CONDITIONS OF EMPLOYMENT: Applicants must be U.S. citizen or actively seeking citizenship. Excepted service appointments are "at will" and may be terminated by either the court or the employee at any time. Appointment is contingent upon successful completion of a background investigation. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay required.

APPLICATION PROCEDURE: Submit cover letter, resume, and Application for Judicial Employment as a single PDF, if possible, to HR@ca10.uscourts.gov.

Application available at <https://www.ca10.uscourts.gov/hr/jobs>. Subject line should reference vacancy announcement #25L03.