

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

May 8, 2026

Reference No.: FY 26-13

Position Title: Assistant Headquarters Librarian
Location: Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY
Salary Range: CL-28/1 to CL-28/24 (\$84,358 - \$104,601)
Salary commensurate with experience, qualifications, and education
Closing Date: Open Until Filled
Priority consideration given to applications received by May 31, 2026

The United States Court of Appeals for the Second Circuit invites applications for the position of Assistant Headquarters Librarian.

ABOUT THE SECOND CIRCUIT LIBRARY: The Second Circuit Library provides research services to over 200 circuit, district, magistrate, and bankruptcy judges, over 2,000 court staff, and also serves lawyers, self-represented litigants, and the general public. The Library currently employs 22 staff members circuit-wide and maintains six staffed branch libraries across the circuit. There are seven library locations throughout the circuit. There are thousands of print titles in the full library collection, and a wide variety of legal and non-legal electronic resources.

POSITION OVERVIEW: The Assistant Headquarters Librarian will be stationed at the Thurgood Marshall Courthouse in New York, NY with travel to other locations as needed to assist with projects and other research matters. The Assistant Headquarters Librarian works as part of a circuit-wide team to provide substantive research expertise and training for judges, court staff, and the public. Typical job duties may include, but are not limited to, the tasks listed below. Assigned tasks may be changed to accommodate workload and organizational needs.

- Provide legal research services to judges, law clerks, court staff, and the general public.
- Provide group and individual training sessions, both in-person and online, to judges, court staff, and the general public.
- Conduct historical and archival research for special court events.
- Participate in daily newsgathering tasks.
- Review, evaluate, and recommend new online and print resources.
- Participate in collection development, collection maintenance, and budget management.

- Contribute design, technical, and information architecture expertise in support of digital products and communications.
- Develop outreach strategies and educational materials.
- Support the Second Circuit civic education project, [The Honorable Robert A. Katzmann Justice for All: Courts and the Community Initiative](#).
- Work on special projects, as needed.
- Occasional travel to other locations is also required.

The Assistant Headquarters Librarian will report to the Headquarters Librarian.

REQUIRED QUALIFICATIONS:

- Master’s degree in Library or Information Science from an ALA-accredited program.
- Three to five years of professional law library experience in a library that typically supports the knowledge, skills, and abilities for the position.
- Excellent research skills and ability to analyze legal issues.
- Expertise in analyzing and validating the authority of information, and extrapolating data from all types of resources.
- Experience teaching to groups, one-on-one, and via web platforms.
- Experience developing educational and promotional materials and implementing outreach programs.
- Ability to clearly summarize and communicate research results in writing.
- Strong organizational and problem-solving skills.
- Strong oral and written communication skills.
- Excellent customer service and interpersonal skills. Self-motivated, resourceful, and creative.

BENEFITS: 13 days of vacation for the first three years, which increases with tenure. 13 days of sick leave and 11 holidays. Choice of employer-subsidized federal health and life insurance plans, with optional dental, vision, and long-term care coverage. Flexible spending account program. Federal Employees Retirement System (FERS) and employer-matching Thrift Savings Plan (TSP is similar to a 401K). On-site fitness center and cafeteria. Public transportation subsidy (budget dependent). For more information about the Second Circuit, please visit www.ca2.uscourts.gov.

CONDITIONS OF EMPLOYMENT: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. Employees are hired provisionally, pending the results of a background check. Direct deposit of pay is required.

TO APPLY: Please submit a cover letter and resume as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line: **Assistant Headquarters Librarian, Reference No. FY 26-13.** **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Only candidates selected for an interview will be notified and must travel at their own expense. While the position is open until filled, there is no guarantee that applications received after May 31, 2026 will be reviewed. Interested applicants are strongly encouraged to apply immediately.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.