

## UNITED STATES COURTS LIBRARY EIGHTH CIRCUIT

Position:	<b>Librarian</b> This position is full-time permanent located in Saint Louis, Missouri.
Salary:	Minimum salary is \$61,248 (U.S. Court Personnel System, Classification Level 27). The successful candidate may be placed at a higher salary level, depending on qualifications, experience, and sufficiency of funds.
Opening date:	June 23, 2026
Closing date:	Only those applications received by July 24, 2026, are assured consideration.
Additional information:	Applicants must be United States citizens. The U.S. Courts Library is an equal opportunity employer. A background check, including fingerprinting, is required.

**ABOUT THE EIGHTH CIRCUIT LIBRARY:** The library system serves all federal judges and court staff in the seven states of the Eighth Circuit. The Circuit library consists of a headquarters library in St. Louis and branch libraries. This position reports to the Branch Librarian for St. Louis, Missouri.

**PRIMARY RESPONSIBILITIES:** This position is responsible for front-line research triage, as well as the production and maintenance of the library's current-awareness and user-facing information products and services. This position supports research librarians to ensure professional research capacity is preserved for substantive reference work.

Responsibilities include:

- Producing and editing recurring current-awareness products, including topical alerts for judges and chambers
- Administering the library's distribution lists, subscription topics, scheduling, and delivery schedules for a variety of publications
- Developing and maintaining research guides and online reference resources
- Maintaining the library's information delivery platform
- Developing and supporting administrative and service functions shared across the branch libraries
- Assisting with chambers and headquarters collections and space tasks
- Performing other duties as assigned

**REQUIREMENTS:** Candidates must have a Master of Library Science (or equivalent from an ALA-accredited program) and a minimum of one year of professional library or comparable

experience. Candidates must demonstrate proficiency using a wide variety of general research platforms (e.g., ERIC, EBSCOhost, ProQuest) or proficiency using a legal research platform (e.g., Lexis, Bloomberg Law, Westlaw). Candidates must have strong organizational, interpersonal, and written communication skills.

**PREFERRED QUALIFICATIONS:** Preferred candidates will have experience in a law, academic, or government library; experience providing user training; and the ability to work both independently and collaboratively while managing multiple concurrent projects.

**ADDITIONAL CONDITIONS OF EMPLOYMENT:** Final interviews of selected candidates will be conducted in Saint Louis, Missouri, and applicants must bear their own travel expenses. All employees of the Judiciary are “at will” employees in the excepted service. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit. This position is eligible for limited telework. Available employee benefits include paid vacation days based on federal years of service, paid holidays, sick leave, health and life plans, long-term care insurance, Flexible Benefits Program, Federal Employees Retirement System, and Thrift Savings Plan.

**TO APPLY:** Submit letter and resume:

By email to [ce8employment@ca8.uscourts.gov](mailto:ce8employment@ca8.uscourts.gov) with the subject line “Application for # LIB202601”.

By post addressed to:  
Application for # LIB2026021 c/o Michelle Braun  
U.S. Courts Library  
111 S. 10th St., Rm. 26.325  
St. Louis, MO 63102

The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or fill the position, without any prior written or other notice. Resumes will be screened, and only selected applicants will be contacted for interviews.