

Assistant Law Librarian - Federal Reserve

Assistant Law Librarian

The Assistant Law Librarian performs administrative functions for the Law Library and Legal Records office at the direction of the Law Librarian, in addition to performing all of the duties and responsibilities of either a Legislative Librarian or a Reference/Cataloging Librarian, as set forth in those respective job descriptions. The Assistant Law Librarian assumes responsibility for the Law Library in the absence of the Law Librarian.

- Successful candidate will have advanced knowledge of the concepts, principles, and practices of librarianship or information management typically acquired through the completion of a Master's Degree in Library Science and through 3 to 5 years of relevant experience.
- Knowledge of the legislative process, legislative documentation, and printed and automated legislative and regulatory research tools.
- Experience compiling legislative histories, monitoring Congress, and providing legislative reference service.
- Successful candidate must demonstrate strong organization and planning skills, good management and outstanding information technology skills, as well as the ability to work independently and handle a diverse workload.
- Requires excellent communication and customer service skills including the ability to work effectively with others.

The Assistant Law Librarian performs many varied duties in assisting the Law Librarian with the day-to-day operations of the Law Library such as planning and implementing new legal research tools; keeps current on new policies and procedures for management of Board and Legal Division information, as well as on technological developments in the program area; and keeps current on trends in legislative and administrative objectives and understands how they may result in future banking law modifications.

Please apply online at <https://www.federalreserve.gov/careers.htm>

All inquiries, please contact Jessica Nevins at Jessica.j.nevins@frb.gov