

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	Legal Information Specialist
Location:	Atlanta, Georgia
Opening Date:	June 06, 2025
Closing Date:	July 04, 2025
Annual Salary Range (CL-27):	\$62,533 - \$101,675 Starting salary dependent upon qualifications, experience, and court funds.

The Research and Information Center of the U. S. Court of Appeals for the Eleventh Circuit (RIC) is accepting applications for the position of **Legal Information Specialist**. Applications are being accepted through July 04, 2025, or until the position is filled.

A cover letter addressed to Cheryl Vessels, Assistant Circuit Executive for Human Resources; and a resume detailing background experience and qualifications should be emailed in **one single PDF attachment** to human_resources@ca11.uscourts.gov. Please indicate "Legal Information Specialist" in the subject line.

The selected candidate will be subject to a background investigation as a condition of employment.

Reimbursement for expenses associated with interview(s) and/or relocation is not available.

POSITION SUMMARY: The Legal Information Specialist reports to the Circuit Librarian and performs professional, technical, and research services for both internal and external RIC customers. The incumbent performs additional administrative duties in support of the Circuit Librarian.

DUTIES AND RESPONSIBILITIES:

- Provide research and reference services to judges, chambers staff, court personnel, and other users of the RIC. Utilize both print and electronic sources to locate and identify information, compile legislative histories, conduct literature searches, and provide other specialized research support.
- Arrange interlibrary loan of materials for court personnel.
- Perform Computer Assisted Legal Research (CALR) support for judges, chambers staff, and other eligible court personnel by coordinating the issuance of passwords, training, and similar services.
- Assist with evaluating, reviewing, selecting, and deselecting resource materials, including both print and electronic formats. Provide input about spending plans for effective use of resources.
- Assist Financial Specialist with purchase orders for new titles and renewal orders as notified by vendors, following established guidelines. Track receipt of purchases and resolve problems of non-receipt and/or duplication of shipments, etc. Process and track requests for changes, cancellations, and/or transfers of existing subscriptions.
- Perform digitization and cataloging of historical documents stored on shared drives or other digital media.
- Serve as primary civics education liaison for the 11th Circuit Judicial Council Civics Education Committee; assist with both administrative and programing needs.
- Recommend improvements to RIC operations and notify Circuit Librarian of workflow concerns.
- Conduct training and orientation programs for court personnel and other RIC users. Assist with the preparation of publications in both print and electronic formats, such as newsletters, current awareness services, guides to RIC services, bibliographies, and reading lists.
- Respond to customer inquiries and provide strong customer support.
- Assist the Circuit Librarian in completing a variety of administrative duties.
- Perform other duties as assigned.

REQUIREMENTS: Professional demeanor and exceptional interpersonal and organizational skills. Strong sense of personal and professional integrity. Highest degree of professionalism, courtesy, and diplomacy at all times due to the substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position. Ability to consistently demonstrate sound ethics and judgment and comply with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to interact effectively with individuals and groups. Ability to communicate effectively (orally and in writing). In addition, must be dependable, a team player, and capable of working effectively in a high volume, fast paced office.

Strong research and writing ability. Ability to learn about the court units and their operations, as well as the ability to learn and apply government policies and procedures related to records management and procurement as set forth in the *Guide to Judiciary Policy*. Ability to learn and adhere to standards and objectives of internal controls, and the purpose and processes related to records management. Ability to make decisions based on thorough knowledge of the policies, practices, guidelines and protocols related to records management.

Knowledge of and skill in using a variety of office equipment and software applications (Word, Excel, Adobe Acrobat, SharePoint), automated databases and/or other database applications. Ability to lift and move moderately heavy items, such as files, materials, books, and equipment (weighing up to 50 pounds).

REQUIRED QUALIFICATIONS:

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- Understanding of the legal system; knowledge of the legal profession and its terminology, including legal abbreviations and citation systems.
- Familiarity with online databases such as Westlaw and LexisNexis.
- Experience working with people at all levels; effective oral and written communication skills.
- Strong organizational and problem-solving skills.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Ability to work independently and to prioritize demands from multiple users.

DESIRED QUALIFICATIONS AND SKILLS: Preference will be given to applicants who possess the following:

- Two years of specialized experience in legal reference and research.
- Expert online research skills, including Westlaw and LexisNexis, and familiarity with print and other online resources.
- Knowledge of digital archiving tool Preservica.
- Government or judiciary procurement or administrative experience.
- Experience with education initiatives.
- Juris Doctorate or paralegal background is desirable.

CONDITIONS OF EMPLOYMENT: Applicants must be a United States citizen or eligible to work for the federal government. All applicant information is subject to verification. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to the [*Code of Conduct for Judicial Employees*](#). Employees of the United States Circuit Court are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS