



LIBRARY OF
CONGRESS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 100182

OPENING DATE: SEPTEMBER 9, 2010

CLOSING DATE: OCTOBER 19, 2010

GENERAL POSITION INFORMATION:

Title: Register of Copyrights
EX- 905-00 (199754) \$165,300

Job Location: Washington, DC
Position Location: This position is located in the Copyright Office

Work Schedule: Full-time
Type of Appointment: Permanent, Supervisory, non-bargaining unit

Number of Vacancies: 1

Who May Apply: Anyone may apply - By law, employment at most U.S. Government agencies, including the Library of Congress, is limited to U.S. citizens. However, non-citizens may be hired provided that immigration law and other legal requirements are met, and the Library determines there are no qualified U.S. citizens available for the position.

Relocation: Relocation expenses **will not** be authorized for the applicant selected under this vacancy announcement.

Initial appointments, permanent or indefinite, to the Library of Congress require completion of a one-year probationary period. In addition, all newly appointed Senior Level executives, from outside the Library as well as from within, must serve a one year probationary period in accordance with the Library of Congress Regulations (LCRs) 2017.2-1, Senior Level Executive System.

Appointment/retention is subject to a favorable evaluation of an appropriate personnel security/suitability investigation.

The selected applicant will be required to file a financial disclosure statement with the House of Representatives, U.S. Congress, in accordance with the provisions of Public Law 95-521, Ethics in Government Act of 1978.

Applicants must meet all qualification requirements by the closing date of this announcement.

The candidates who advance through the hiring process to the final referral list will be required to submit a writing sample.

BASIC REQUIRMENTS:

Applicants **MUST** be a graduate from a full course of study in a law school accredited by the American Bar Association and be a member in good standing of the bar of a state, District of Columbia, territory of the United States, or Commonwealth of Puerto Rico. ** Proof of education (copy of transcripts) and bar membership must be provided with the application. Scanned or faxed documents will be accepted for application review purposes only (202)-707-1454. Applicants who do not submit the required documentation will not be referred for an interview and will be disqualified from further consideration. Official documents will be required if selected.

BRIEF DESCRIPTION OF DUTIES:

The Register of Copyrights is the principal United States (U.S.) public official in the field of copyrights and the director of the U.S. Copyright Office. The Register of Copyright is responsible for the management and operations of the office in accordance with the provisions of the Title 17. The Register directs and ensures the timely provision of public services, principally the registration of copyright claims, and the recordation of documents and the administration of compulsory licenses. The Register is responsible for all of the legal activities and deliberations of the office, including the following specific duties: advises Congress on the need for changes in legislation relating to intellectual property and as directed by Congress, produces studies on timely topics with recommendations for congressional action., testifies before committees of Congress and prepares statements and opinions concerning proposed legislation and consults formally and informally through hearings and otherwise with interested members of the public, bar committees, and representatives of authors and other creators.

EVALUATION OF TRAINING AND EXPERIENCE:

Applicants must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of the following knowledge, skills, and abilities to perform the duties of the position without more than normal supervision.

Ability to Manage and Direct Complex Legal Research and analysis of US, foreign and international copyright law. ** The person in this position must have the ability to represent the Copyright office on copyright-related legislation and international agreements and manage complex legal research to identify and manage ongoing research projects, and negotiate and meet critical and time-sensitive deadlines. This also includes the ability to convey legal analysis and information orally through briefings, consultations, congressional testimony, and other presentations, in both planned and extemporaneous situations, in order to discuss or explain issues at all levels of complexity related to copyright.

Knowledge of Congressional decision-making process as it relates to national and international copyright matters** – The person in this position must have knowledge of congressional oversight and processes by which copyright legislation becomes law sufficient to provide timely and relevant assistance to Congressional Members, committees, and staff.

Ability to lead people from diverse backgrounds and with different points of view to build consensus and achieve results ** - The person in position must have demonstrated the ability to lead people who represent a broad spectrum of interests and expertise, and to promote and encourage diversity in the workplace. This includes soliciting and considering others' opinions; gaining support and commitment by promoting ideas with credibility, conviction, clarity, and confidence.

Ability to inspire change to improve efficiency and effectiveness of the organization's operations – The person in this position must have the ability to inspire change in developing and implementing an organizational vision that integrates key goals, priorities and values. This also includes engaging, motivating, and inspiring others, and embracing and championing change.

Ability to Apply Technology Management to large complex data systems and workflows – The person in this position must have the ability to manage technology by using efficient and cost-effective approaches to integrate technologies that support copyright requirements.

EVALUATION OF CANDIDATES:

The Library of Congress will evaluate applicants using applicants' resumes and a structured interview process. Interviews are designed to verify or explore applicants' experience, knowledge, and training directly related to the job - as documented in the resume -- in order to identify the best qualified applicants for selection. The knowledge, skills and abilities (KSAs) marked with a double asterisk (**) in the TRAINING AND EXPERIENCE section of this vacancy announcement are considered the most critical competencies for the position. **To be considered for final selection, applicants must show in their resume that they possess at the fully acceptable level, the critical competencies required for this position.**

How To Apply:

To be considered for this vacancy, applicants may apply online at www.loc.gov . Applicants must complete all mandatory sections of the online application form. Applicants must use a computer that is equipped with either Netscape 4.7 or Internet Explorer 5.0, or higher. Attempting to complete the online application with an incompatible browser could result in the inability to submit a complete application. If you experience technical difficulties with the online system or need any additional information, please contact a Human Resources Assistant at the number listed below or at jobhelp@loc.gov.

Library of Congress Customer Service Center
101 Independence Avenue, SE, LM-107
Washington, D.C., 20540-2700
(202)-707-5627

Other Significant Facts:

The Library of Congress is the nation's oldest federal cultural institution and the world's largest library, with more than 130 million items in its physical collections (including books, manuscripts, prints, photos, film, video, and sound recordings) and more than 8 million items online at its award-winning Web site. Located on Capitol Hill in Washington, D.C., the Library is also the home of the U.S. Copyright Office, the Congressional Research Service, and the Law Library of Congress and is leading the worldwide effort to preserve digital material through the National Digital Information Infrastructure and Preservation Program.

The Library of Congress is the national library of the United States and is part of the Legislative Branch of the Federal government. As such, all positions are in the excepted service.

For current or former Federal employees: Submit a copy of your most recent SF-50 noting your current position, grade level, duty location, and salary level.

Applicants who are referred for an interview will be required to submit a completed OF-306, Declaration for Federal Employment.

For current or former military personnel: Submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty (Member Copy 4) if applicable.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICANTS WITH DISABILITIES MAY BE CONSIDERED UNDER SPECIAL HIRING PROCEDURES AND MUST SUBMIT AN APPROPRIATE CERTIFICATE OF ELIGIBILITY WHEN APPLYING FOR THIS POSITION. FOR MORE INFORMATION CONTACT THE SELECTIVE PLACEMENT PROGRAM COORDINATOR AT (202) 707-6362 (VOICE OR TTY) OR EMAIL spp@loc.gov.

THE LIBRARY OF CONGRESS IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MEN, MINORITIES, AND PERSONS WITH DISABILITIES WHO MEET ELIGIBILITY REQUIREMENTS ARE STRONGLY ENCOURAGED TO APPLY.