

**OLMSTED COUNTY LAW LIBRARY – Law Librarian Part-time (20 hours per week) permanent/continuing position; accepting applications from 8 am 9/5/2018 until 4:30 pm 10/12 2018.**

**APPLICATION PROCESS:**

Candidates will be selected for interview based on staffing needs and the knowledge and experience exhibited in the application materials submitted. Please submit letter of interest and resume to the Olmsted County Law Library, 151 4<sup>th</sup> St. SE, Rochester MN 55901, or to [staff@olmstedlawlibrary.com](mailto:staff@olmstedlawlibrary.com) Any questions, please email or call 507-218-3778

**Law Librarian**

All Law Library staff are considered "Law Librarians" and work collegially. Day-to-day supervision is provided as needed by the Chair of the Law Library Board of Trustees. The Chair may, under special and temporary circumstances, approve one librarian to function as supervisor for another librarian (such as a training or new hire situation). The Chair and Treasurer of the Law Library Board plus the Law Librarian(s) comprise the Law Library Executive Committee.

**BASIC FUNCTIONS:**

To manage the day-to-day operations of the Olmsted County Law Library, including but not limited to;

1. Provide legal reference services to judges, attorneys, and the general public;
2. Oversee the selection and physical processing of all library content resources, print and electronic;
3. Develop and administer policies and procedures that ensure the delivery of library services in a manner that will effectively meet patron needs and ensure efficient library operations;
4. Develop and maintain strategic alliances with other organizations which enhance law library usage;
5. Remain knowledgeable regarding the latest developments in library technologies and information delivery;
6. Perform related duties as assigned by the Chair and Board of Trustees for the Olmsted County Law Library.

**MINIMUM QUALIFICATIONS:**

Juris Doctorate from an ABA accredited school is required. A Master's level degree in Library studies and/or experience in a law library providing legal reference and research support is strongly preferred. A license to practice law is not required, as **the Law Librarians are prohibited from providing legal advice, opinion or interpretation. Law Librarians are also prohibited from providing referrals to specific attorneys or firms.**

**SALARY & BENEFITS:**

Starting salary of \$30.00 per hour.

1. PERA (Public Employees Retirement Association) benefits accruing as soon as the librarian reaches the required withholding level the first time.
2. Holiday benefit accrues immediately with amount of benefit commensurate with FTE status (10 hours per week = .25 FTE, so Holiday benefit will be 2 hours, etc.).
3. PTO (Paid Time off benefit, replaces both vacation and sick time) does not accrue until a librarian has a 0.5 FTE status; must be classified as working half time (20 hours per week) in order to receive PTO.
4. Holiday pay will be available immediately. Satisfactory completion of a probationary period is required before accumulated PTO leave may be used.

**KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of Minnesota and federal legal system, principles, research, materials, resources, and vendors.

2. Knowledge of principles and methods of professional law library work, to include but not limited to short and long-term budget, acquisitions and collection maintenance, and space and technology planning.
3. Knowledge of county law library statute and management of county law libraries.
4. Ability to provide efficient and effective customer service to law library patrons.
5. Ability to plan, propose, and implement law library systems, processes, and procedures.
6. Ability to deal with vendors, county departments, and other cooperating agencies.
7. Ability to coordinate programs among court users and professional groups.
8. Ability to develop good working relationships with the legal and county communities, and the public.
9. Ability to work independently and occasionally in a fast-paced environment.
10. Skill in operating a personal computer and other technology including Microsoft products (Word, Excel, PowerPoint), telephone, copier, and printer.
11. Skill in performing legal research in print and on WestlawNext, and on-line database searching (NCLC and HeinOnline skills a plus).
12. Skill in selecting law library materials and services including necessary technologies.
13. Skill in public contact and customer service issues when dealing with library patrons trained and not trained in the practice of law;
14. Skill in oral and written communication.
15. Skill in maintaining organizational records.

#### **DUTIES & RESPONSIBILITIES:**

This description is intended to describe the kinds of tasks and levels of work difficulty being performed. This list of duties and responsibilities is not intended to be construed as an exhaustive list of all duties or responsibilities required.

1. Conduct patron intake interviews to determine users' needs or requests for legal reference services.
2. Analyze patron's question to determine type and amount of information needed and appropriate available sources.
3. Provide limited professional instruction and legal reference services to customers on effective use of legal resources.
4. Determine need to communicate with district court staff or refer to various legal service organizations.
5. Manage print and online collections and identify trends among court users and library patrons.
6. Establish policies and procedures for the administration and operation of the law library.
7. Initiate and participate in strategic planning for the development of the law library.
8. Develop and coordinate programs for new or revised services to meet the changing needs of the legal community.
9. Market and promote law library services to the public.
10. Maintain the law library website.

#### **WORK ENVIRONMENT:**

Work is performed primarily in an office setting. Work involves using a personal computer 2 to 6 hours per day. Work involves walking and standing for approximately 2 to 4 hours per day. Work involves occasional bending and stooping when assisting customers. Work involves occasional use of a step ladder. Work involves occasional lifting of 10 to 15 pounds. Work may require occasional travel. This job requires professional work of a confidential nature, independent judgment, initiative and discretion.

#### **WORK RELATIONSHIPS:**

Daily contact with judges, attorneys, and court staff. Daily contact with the general public from all levels of educational backgrounds to provide legal reference services. This job sometimes requires dealing with abusive patrons or members of the public in disagreeable situations. Monthly contact with vendors to obtain information, discuss and resolve problems, and negotiate terms. Periodic contact with the Law Library Board to discuss policy and other issues.