



Job Announcement

Tom C. Clark Bldg., Rm. G01

205 W. 14th St.

Austin, Texas 78701

Reference/Document Delivery Librarian 8:00 a.m. to 5:00 p.m. M-F

Salary: \$3,750 monthly, DOQ

Closing Date: Open until filled

Contact: Amy Small, 512 463-1723

Date Job Available: 8/1/14

JOB RESPONSIBILITIES

As a member of the State Law Library team, serves as an information consultant to judicial and state agency staff, and to the general public. Coordinates document delivery services for the library.

ESSENTIAL TASKS

- Provides reference assistance in person, over the internet or telephone at scheduled hours
- Conducts in-depth research using primary and secondary sources
- Coordinates document delivery services for the library
- Routinely corresponds with Texas inmates and their advocates who are seeking court documents and legal information
- Coordinates the handling of official court records with court clerks in order to fulfill requests
- Develops and maintains assigned section of the library's website
- Assists in the development of new digital library services
- Assists in maintenance and operation of library's automated systems and intranet
- Manages and advises Document Delivery library assistant(s)

OTHER DUTIES

- Participates in library orientation programs and conducts tours
- Participates in collection development activities
- Uses online circulation system to check materials in and out of the library
- Handles cash and credit card transactions for patron services
- Assists patrons with computers, printers, photocopiers, and scanners
- Assists in developing online research aids
- Assists with design and production of library publications
- Performs other duties as assigned

MINIMUM QUALIFICATIONS

- MLS from a library school accredited by the American Library Association
- Experience providing library reference or legal information service
- Knowledge of desktop publishing software and practices
- Excellent communication skills with a demonstrated ability to communicate effectively, both orally and in writing

Ability to tailor communications based on patron's knowledge of the legal system
Experience interpreting and enforcing written policies
Interest in and aptitude for developing online resources
Knowledge of Texas legal resources

PREFERRED QUALIFICATIONS

Experience managing library support staff
Reference experience in a law library
Experience developing and editing LibGuides
Experience developing and maintaining websites with Umbraco
Experience searching Westlaw and/or LexisNexis
Experience creating or maintaining web resources
Thorough knowledge of Texas courts system
Thorough knowledge of Texas legal resources

APPLICATION PROCESS:

Submit a resume, State of Texas Application for Employment form (found on our web page, <http://www.sll.texas.gov>), and a statement of how you meet the minimum and preferred qualifications. The State of Texas Application for Employment form and statement of qualifications are REQUIRED. Mail, e-mail or fax completed application to:

Amy Small
PO Box 12367
Austin, TX 78711-2367

E-mail: amy.small@sll.texas.gov
Fax: 512 463-1728

The State Law Library is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Amy Small.