



Job Announcement

Tom C. Clark Bldg., Rm. G01

205 W. 14th St.

Austin, Texas 78701

REFERENCE LIBRARIAN 8:00 a.m. to 5:00 p.m. M-F

Salary: \$3,800.00+ monthly, DOQ

Closing Date: Open until filled

Contact: Cindy Palmer, 512 463-1723

Date Job Available: 6/1/2014

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. Takes a lead role in writing and editing for library's website.

ESSENTIAL TASKS

- Provides reference assistance in person, over the internet or telephone at scheduled hours.
- Conducts in-depth research using primary and secondary sources
- Writes and edits materials for library website
- Maintains assigned section of the library's website
- Assists in the development of new digital library services

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 transactions for patron services
- Assists patrons with computers, printers, photocopiers, and microfilm reader/printers
- 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
- Experience writing and/or editing
- Knowledge of desktop publishing software and practices
- Excellent communication skills with a demonstrated ability to communicate effectively, both orally and in writing
- Demonstrated ability to solve problems with tact and diplomacy
- Interest in and aptitude for developing online resources
- Knowledge of Texas legal system and resources

PREFERRED QUALIFICATIONS

Experience in a law library
Experience compiling and editing a newsletter
Experience or skills in graphic design (publications, web pages etc)
Experience searching Westlaw
Experience creating or maintaining web resources
Thorough knowledge of Texas legal resources
Fluency in Spanish Language

APPLICATION PROCESS:

Submit a resume and State of Texas Application for Employment form which can be found on our web page, <http://www.sll.texas.gov>. **REQUIRED:** Statement of how you meet the minimum and preferred qualifications.

Email - cindy.palmer@sll.texas.gov

Fax – 512-463-1728

Mail:

Cindy Palmer
State Law Library
PO Box 12367
Austin, TX 78711-2367.

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 Cindy Palmer.