



Job Description – Law Librarian

Effective date: 1/1/2022

40 hours/week, 8:00 a.m. to 5:00 p.m. M-F

Salary: \$4,500+ monthly, DOQ

Contact: Heather DiChiara-Schilling, 512 463-1721

Closing Date: Open until filled

Date Job Available: 1/1/22

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. SLL Reference librarians play a critical role in increasing access to justice for Texas citizens by connecting patrons with information about their legal rights and referring them to resources for more assistance. This position will serve professional and self-represented patrons directly by phone, email, and in person, as well as indirectly by assisting with the maintenance of the Library's website, where patrons can find additional self-help and research material. In addition to providing legal reference services, all law librarians have specialized responsibilities in other aspects of the library. A partial telework schedule may be considered if certain conditions are met.

ESSENTIAL TASKS

Provides reference assistance in person, via email, or by telephone at scheduled hours.
Conducts in-depth research using primary and secondary sources.
Assists in the development of new digital library services.
Develops and maintains assigned section of the library's website.
Assists in developing online research aids and creates instructional materials (FAQs, videos) for patrons using library resources remotely.
Uses online circulation system to check materials in and out of the library.
Handles cash and credit card transactions for patrons.
Assists patrons with computers, printers, photocopiers, and scanners.
Participates in collection development activities.
Participates in library orientation programs and conducts tours.
Assists in maintenance and operation of library's automated systems and intranet.
Performs other duties as assigned.

Dependent upon applicant's skills and experience, they may also be assigned any of the following:

Technical Services

Maintaining accurate bibliographic records in Koha.
Performing batch edits to bibliographic records as needed using MarcEdit and Koha.
Creating Koha records using Z39.50 or other methods.
Copy-cataloging from Cassidy Cataloging and Overdrive.
Working with Web Manager to enhance Koha access points.
Archiving and withdrawing out of date material from library collection.
Communicating with vendors to replace missing items.
Approving routing invoices upon receipt of items.
Managing and advises library assistant(s) and technical services support duties of library assistants.

Systems Administration

Computer setup and equipment troubleshooting.
Installing and upgrading software on library computers.
Maintaining and troubleshooting library equipment such as scanners, printers, and copiers.
Assigning employee access to library apps and networks.



Job Description – Law Librarian

Effective date: 1/1/2022

MINIMUM QUALIFICATIONS

MLS from a library school accredited by the American Library Association.
Experience providing library reference or information services.
Knowledge of Microsoft Office 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.

PREFERRED QUALIFICATIONS

Experience supervising library support staff.
Knowledge of Texas legal resources and legal research.
Reference experience in a law library.
Experience developing and editing LibGuides.
Experience configuring and troubleshooting computers and related computer hardware.
Knowledge of cataloging rules and procedures.
Experience editing MARC records.
Experience editing and searching records in Koha.
Experience searching Westlaw and/or LexisNexis.
Experience creating or maintaining web resources.
Knowledge of graphic design software and principles.

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:

Heather DiChiara-Schilling
PO Box 12367
Austin, TX 78711-2367

E-mail: hdichiara@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 Heather DiChiara-Schilling.

Note:

According to the Military Crosswalk, there are no equivalent Military Occupation Specialty (MOS) codes for this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.