CLARK COUNTY BOARD OF LAW LIBRARY TRUSTEES
ASSISTANT LAW LIBRARIAN – PART TIME

First Application Review will occur on October 20, 2017
The recruitment is open until filled.
How to Apply – See page 2

The Clark County Law Library is created by RCW 27.24. The Library is a unique entity, created by state statute but located in the county. We are governed by a five-member board of trustees, and the bulk of our revenue comes from our statutory share of filing fees. While we are considered a service of Clark County, we are not a county department. Use of the Law Library is available at no cost to the public during our open hours. The general public is the largest user of the Law Library, asking roughly 85% of the reference questions. The Library is open from 9-3 M-F, with the exception of opening at 9:30 on Tuesday. Work hours will likely be 6.5 hours per day, and employees work through lunch pursuant to an agreement, which allows the Library to be open continuously for 6 hours a day.

THE JOB

Applications will be accepted until an adequate number of applications are received or the position is filled. This recruitment may be closed at any time after the first review date.

By statute, the Law Library provides a professional legal collection for judges, prosecutors, other lawyers and county and state officials. The Law Library is managed by a Board of Trustees, according to RCW 27.24 and the Assistant Law Librarian is not a Clark County position. The Assistant Law Librarian assists part-time in the operation of the Law Library and assists attorneys, judges and the public in use of the library.

The work schedule is 2 days per week for a total of 13 hours per week and the scheduled days are currently Tuesday and Wednesday (but the days are open to negotiation). There is a possibility of a third day every week or every other week at a different location in the future. The ability to work extra days as needed is a plus. The position is eligible for paid time off on a prorated basis.

The position also maintains and updates materials; controls lending of materials and receives very limited direction from the Law Library Board of Trustees, and reports to the Law Librarian. The position will primarily advise attorneys, judges, employees and the public in use of the Law Library; provide information on availability, location and use of legal materials and library equipment; orient new attorneys to the library; provide excellent customer service while avoiding giving legal advice and within the confines of library rules; and assist Law Librarian in implementing and monitoring collection development and acquisition policies.

In addition the incumbent will work to improve library visibility by networking with other agencies, preparing fliers and brochures, and placing notices in the bar newsletter; preparing internal reference and search tools to help patrons find materials; monitor and control circulation of library materials; send overdue notices and take other appropriate action to retrieve library materials; share and receive material through interlibrary loan and prepare circulation and use statistics.

Other duties will include but not be limited to processing mail, checking in materials, maintaining a list of current holds, shelving all materials, and drafting self-help packets for sale to the public.

The use of office software is daily, as well as use of both free and fee-based legal and general internet sources. Multitasking skills and the ability to tolerate numerous interruptions while still maintaining a high level of attention to detail are required. The incumbent must be able to act as resource for public librarians on legal reference matters as well as interacting with the Clark County jail regarding legal research questions from inmates. Highly accurate cash handling skills also required.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

- Increasingly responsible experience in the legal field.
- Experience in professional library work.
- Graduate level training in library science or law (i.e., law or library degree).

The ideal candidate will also have the following:

- Familiarity with search engines is required; and familiarity with either Lexis or Westlaw is preferred.
- Applicants must demonstrate knowledge about legal procedures, terminology, and research methodology.
- Must be able to pass a background check for jail clearance.
- At least three years of experience in a legal setting is strongly preferred.
- Must have a genuine desire to work part-time.
- Flexibility with scheduling is a plus.
- A law degree and/or library degree is strongly preferred.

Knowledge of: principles and practices of general library administration and reference techniques; legal terminology, procedures, and both print and online research; basic principles and practices of financial record keeping and reporting.

Ability to: work well with a varied patron base consisting of judges, attorneys, students, and pro se patrons, some of whom may be angry, poorly educated, or have difficulty with English; prioritize and multitask to accomplish assigned work with high level of accuracy; be self-motivated; communicate clearly and regularly with Law Librarian; follow up on projects that are awaiting input from others; understand the meaning of legal advice and avoid providing it; type at a speed of at least 45 wpm; effectively use both print and online legal resources; work independently as the position involves working alone most of the time.

SALARY

$20.00 - $27.00 per hour.
(Applicants can expect to be hired at the lower end of the salary range, depending on qualifications.)

SELECTION PROCESS

Application Review – Applicants must send a resume and cover letter to maria.sosnowski@clark.wa.gov indicating past experience and knowledge to meet the requirements of the job. All applications will be acknowledged – if you don't get a response your application was not received. Incomplete applications will not pass the review. Candidates will be evaluated based on the content of their materials and those deemed most qualified will be invited to participate in the remainder of the selection process.

Oral Interview(s) – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.

Employment References will be conducted for the final candidates, including verification of education and employment.

Finalist must be able to pass a background check for jail clearance.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract

HOW TO APPLY

Applicants must send a resume and cover letter to maria.sosnowski@clark.wa.gov indicating past experience and knowledge to meet the requirements of the job. All applications will be acknowledged – if you don't get a response your application was not received. Application materials are accepted until the position is filled. Please read the Job Posting material thoroughly to determine application requirements.

Contact information for questions about the application process:
Clark County Law Library
Phone: (360) 397-2268 **Relay** (800) 833-6388
E-MAIL MARIA.SOSNOWSKI@CLARK.WA.GOV

Equal Opportunity Employer

If you are in need of ADA/Section 504 assistance for accommodations, please contact Human Resources at (360) 397-2456; Relay (800) 833-6388.