



# JOB OPPORTUNITY

## Law Library of Clackamas County Law Library Assistant 2 (part-time)

Clackamas County Law Library is currently accepting applications for a **part-time, Library Assistant 2**. This position will work 19 hours a week and will be joining a small team of professionals that support a variety of patrons ranging from judges to attorneys to the public.

Primary responsibilities involve providing reference assistance to patrons and guidance on types and location of legal research and reference materials; processing incoming print and non-print materials; and assisting the Law Librarian. The ideal candidate will have library or legal experience, preferably in a law library or legal research environment, familiarity with navigating through print and electronic law library collections and systems, excellent attention to detail, strong communication, patron assistance, and computer skills. This is a great opportunity for someone with a MLS or JD degree who seeks part-time employment. *If this sounds like you, we would like to encourage you to apply today!*

### Required Minimum Qualifications/ Transferrable Skills:\*

- Two (2) years of library or legal experience
- Two (2) years of experience reading call numbers and working with complex pagination
- Experience working in an environment that requires a high level of attention to detail
- Excellent interpersonal and communication skills
- Ability to perform repetitive tasks, paying careful attention to detail
- Three (3) years of experience communicating with diverse populations
- Prior legal research or reference training
- Computer assisted research knowledge
- Familiarity with law library classification
- Be a self-directed, independent thinker with the ability to follow procedures and direct patrons regarding law library policies
- Ability to pass a post offer/pre-employment physical.

<b>Department:</b>	Law Library
<b>Job ID:</b>	104655
<b>Position Closes:</b>	June 19th, 2018
<b>Salary:</b>	\$17.23 - \$21.67/hour

**To apply and for more information, please review the online job posting at:**  
<http://www.clackamas.us>

Please contact Human Resources for more information: [jobs@clackamas.us](mailto:jobs@clackamas.us) / (503) 655-8459