

Washington State Law Library Olympia, Washington

LAW LIBRARIAN

The Washington State Law Library in Olympia, Washington would like to bring to your attention an exciting opportunity. We are seeking to fill **one** full time Law Librarian position. This position will be filled as **either** a Law Librarian 1 or a Law Librarian 2, depending on the qualifications and experience of the candidates.

Law Librarian 1:

- Reports to Deputy State Law Librarian for guidance on complex tasks involving priority setting and organization.
- Exercises independent judgment in application of stated procedures and prioritizing workload.
- Performs entry-level professional law librarian duties primarily for the Technical Services area, including: ordering, receiving, and processing materials; communicating with vendors; preparing materials for binding; copy cataloging; maintenance of the collection; and use of the integrated library system.
- Candidate will also perform duties to assist the Reference area, including: patron reference and circulation assistance; legal research training; assisting with implementing collection assessment, development, and preservation projects;
- May supervise or train library technicians, students, or interns as directed by the Deputy State Law Librarian.

Law Librarian 2:

- Reports to Deputy State Law Librarian for guidance on complex tasks involving priority setting and organization.
- Exercises independent judgment in application of stated procedures and prioritizing workload.
- Performs journey-level professional law librarian duties primarily for the Technical Services area, including: entry-level duties; original cataloging and classification of library materials; integration of digital collections with the integrated library system.
- Candidate will also perform duties to assist the Reference area, including: patron reference and circulation assistance; legal research training; embedded librarian support of judicial branch commissions and projects; planning and implementing collection assessment, development, and preservation projects; and the development of Internet-based library services.
- May supervise or train library technicians, students, or interns as directed by the Deputy State Law Librarian.

*Detailed information (essential activities, key competencies, etc.) can be found by viewing the **Job Descriptions** attached to this Announcement or at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts and the Announcement.*



The minimum qualifications for these positions are:

LAW LIBRARIAN 1

Position requires a Master's degree in library science from an American Library Association accredited program.

OR

A Bachelor's degree with an equivalent to 30 quarter hours of library science or a Juris Doctor and two years of experience in the functional operations of a library.

OR

An accredited associate degree in library science or paralegal studies and four years' experience in the functional operations of a library.

OR

Six years library experience including work in at least two functional areas (reference, circulation, interlibrary loan, serials, technical services, media services, government documents, acquisitions, or library information technology).

LAW LIBRARIAN 2

Position requires a Master's degree in library science from an American Library Association accredited program **AND** two years' experience as a professional librarian.

SPECIAL NOTE FOR BOTH POSITIONS: Required to lift, carry, and move at least 50 pounds. Some positions in this classification may be required to travel to carry out the business needs of the Library (i.e., offsite storage, the Court of Appeals, etc.). A state vehicle is available for use when travel is required. To operate a state vehicle you must have a valid driver's license. Workweek may fluctuate depending on workload or agency need. Overnight travel may be required based on business need. Positions in this classification are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

SALARY AND BENEFITS:

- Law Librarian 1 - Salary Range: 41 \$35,664 to \$46,452 to annually
- Law Librarian 2 - Salary Range: 48 \$42,060 to \$55,152 to annually
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

Application procedure is on the following page.



APPLICATION PROCEDURE:

Please note that you do not need to specify *which* position you are applying for, the hiring manager will take all information (qualifications and experience) into consideration when reviewing applications.

Submit a **cover letter** specifying how you meet the qualifications of the position (no more than two pages), **résumé** and completed **judicial branch application** (found at [Washington Courts Current Job Openings](#)) by postal service, email, or fax to:

Washington State Administrative Office of the Courts
Attention Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504-1170

Email: Employment@courts.wa.gov (preferred)

Fax: 360-586-4409

No applications will be accepted by the Law Library.

CLOSING DATE: This position is Open Until Filled. If you are interested in this opportunity, your prompt application is encouraged.

The Washington State Law Library is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to Employment@courts.wa.gov.