

Washington State Law Library Olympia, Washington

LAW LIBRARIAN 1 – Part-Time

The Washington State Law Library, located in the Temple of Justice in Olympia, Washington, would like to bring to your attention an exciting opportunity. We are seeking to fill a part-time Law Librarian 1 position for reference and legal research. This is a Term Position funded through June 30, 2020 and may be extended dependent upon budget availability. Anticipated hours for the position are Noon to 5 p.m., Tuesday to Friday.

LAW LIBRARIAN 1

- Performs entry-level professional law librarian duties primarily for the Reference Services area, including: patron reference and circulation assistance; advanced bibliographic and information searches; writing blog posts and user guides; legal research training including the use of legal databases; filing, shelving, and moving library materials; and use of the integrated library system.
- 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.
- 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 Description** 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 this position are:

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

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



An accredited associate degree in library science or paralegal studies and four years of library experience. **OR**

Six years of 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).

Preferred qualifications include substantial experience in substantive legal research and experience working with the public in a library setting.

SPECIAL NOTE: 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. The position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA).

SALARY AND BENEFITS:

- Law Librarian 1 - Salary Range: 41 (\$17.42 to \$22.69 per hour (DOE))
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION PROCEDURE:

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: Application packets must be received by close of business Monday, May 6, 2019.



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.