



Washington State Law Library

SENIOR LIBRARY TECHNICIAN

Primary Purpose

Independently performs a wide variety of specialized library technical work including acquisitions, cataloguing, circulation, reference work, inter-library loans, facilitating access to materials and staffing the reference desk.

Distinguishing Characteristics

Reporting to the Assistant Law Librarian, exercises independent judgment in application of defined practices/procedures and prioritizing normal work. Seeks guidance on complex tasks involving priority setting. May assign and review work of lower level library technicians, clerical staff, students, or interns as directed by the Assistant Law Librarian. Interacts regularly with a variety of library patrons.

Duties and Responsibilities

Responds to complex inquiries related to circulation, serials, interlibrary loans, reference, cataloging and acquisition; interprets established policy and regulations.

Processes resource sharing requests such as interlibrary lending, borrowing, or document delivery, including verifying requested citation information.

Catalogues library materials, completing and upgrading records which require classification, subject analysis, and descriptive changes.

Files and shelves library materials; anticipates or resolves complex problems.

Provides service to users of the Law Library; assists library patrons in use of library resources, records, and online library catalog; trains and assists patrons to use legal electronic databases to retrieve information and materials; responds to inquiries in person, by fax, email, or virtual reference interface to complex legal questions.

Evaluates library materials that have been selected for repair; identifies and assesses repair options; implements or advises staff about treatment choices/procedures.

Maintains acquisition records for materials ordered, claimed, returned, cancelled or reinstated; resolves problems with vendors or materials; processes materials added, discarded or withdrawn from collection.

Approves invoices for materials received and resolves any discrepancies; maintains vendor files.

Provides on-the-job training, guidance, and assistance to lower level library technicians, clerical staff, students, or interns.

Essential Activities (Continued)

Contributes to the development of efficient library processes and procedures which utilize the integrated library system in conjunction with new electronic resources and library needs.

Assists Financial Analyst in ordering supplies, paying invoices, and reporting mileage of State vehicles to Motor Pool.

Performs other duties as required.

Key Competencies

Agency values:

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Advising
- Relationship building
- Tact/diplomacy

Knowledge/Skills/Abilities

- Ability to work independently with minimal supervision and keep the appropriate library staff informed on specific work assignments
- Ability to train and guide the work of others utilizing leadership techniques consistent with Law Library practices and culture
- Ability to earn the trust, respect, and confidence of coworkers, the court community, patrons and the public through consistent honesty and professionalism in all interactions
- Skill to communicate effectively, both verbally and in writing; ability to compose correspondence and write reports
- Ability to understand patron expectations and deliver work products meeting those expectations
- Ability to organize, prioritize and effectively manage time and resources to meet productivity standards, deadlines, and work schedules
 - Ability to pay attention to detail and accept personal responsibility for the quality and timeliness of work; ability to acknowledge and correct mistakes
- Ability to anticipate potential problems & opportunities; adjust plans accordingly
- Ability to identify, analyze and resolve problems in a consultative process bringing problems together with recommendations for solutions
- Ability to multi-task and effectively work on multiple projects simultaneously
- Ability to maintain confidentiality of materials, files and information
- Ability to utilize integrated library computer system to enter/check-out materials

Key Competencies (continued)

- Ability to use Microsoft Office suite of software; ability to learn and use new computer applications
 - Proficient working knowledge of grammar, spelling, general office procedures, and library procedures and processes
 - Ability to embrace change
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Qualifications and Credentials

Two year degree in business or closely allied field

AND:

Four years of clerical experience including two years of experience in acquisitions, cataloging, circulation, serials, or reference work.

Additional related education and/or experience may substitute for each other on a year for year basis.

SPECIAL NOTES:

- Required to lift, carry, and move at least 50 pounds.
 - Some positions 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 possess a valid driver's license.
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SALARY RANGE: 38

- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- This position is covered by the Fair Labor Standards Act (FLSA).

10/14: Updated
02/08: Revised