

CLOSING DATE EXTENDED TO AUGUST 14, 2015

ASSISTANT LAW LIBRARIAN

**Washington State Law Library
Olympia, Washington**

External Recruitment: There is one full-time position open to all candidates who meet the minimum qualifications.

DUTIES AND RESPONSIBILITIES:

Supervises staff and coordinates day-to-day operation of the Washington State Law Library.

Under direction from the Law Librarian, this is a senior level professional who works with minimal supervision and exercises independent judgment and decision making as delegated for day-to-day operation of the Law Library. This job assigns and reviews the work of other library staff. Interacts regularly with a wide variety of library users including justices, judges, legal professionals, state agencies and employees, and the public.

See Job Description for further information of Duties and Responsibilities.

MINIMUM QUALIFICATIONS:

A Master's degree in Library Science from an accredited American Library Association program
AND:

Five (5) years of progressively responsible experience working as a professional librarian, including one year of experience supervising a work unit, project or program.

Experience working in a law library is preferred.

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.

SALARY AND BENEFITS:

- \$48,432 to \$63,480 (Range 56)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION PROCEDURE:

Submit a cover letter, résumé, and completed judicial branch application (located at www.courts.wa.gov/employ) 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 or Fax: 360-586-4409

No applications will be accepted by the Law Library.

CLOSING DATE: Application packets must be received by 5:00 p.m. on July 24, 2015.

***This job originally opened July 7, 2015.
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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.