

FRESNO COUNTY PUBLIC LAW LIBRARY

Reference Librarian (Full-time)

Position Definition:

Under the supervision of the Library Director, the law library's Reference Librarian performs numerous duties to facilitate the law library's mission and overall function, Monday through Friday, 8AM to 5PM.

Duties of Position:

The duties of the Reference Librarian include, but are not limited to:

- Assess patron information needs and assist them in utilizing relevant resources;
- Provide reference assistance to patrons in person, via telephone, chat service, or email;
- Locate and provide forms and templates to assist patrons with their legal issues;
- Prepare pathfinders and other library finding aids to assist patrons locate and understand the materials they need;
- Conduct legal research on a wide variety of legal subjects on behalf of members of the bar;
- Participate in and conduct legal information workshops for members of the public in concert with the courts and local legal aid agencies;
- Evaluate new materials for the library's collection;
- Monitor and supervise all interlibrary loan requests, both from patrons and other libraries;
- Participate in activities of professional library organizations including attendance at meetings and seminars;
- Collect data and prepare reports for the Library Director;
- Monitor and maintain the law library's presence on various social media resources;
- Establish and maintain good relationships with the court, self-help agencies, county departments and other libraries;
- Perform general office duties (Answer phones, make copies, write correspondence, operate a computer and scanner, process mail, etc.);
- Assist with general library operation and other duties as required.

Minimum Qualifications:

- Applicants must have either: Juris Doctorate (J.D.), a Master's degree in Library Science, or substantial legal training and experience in a legal field
- Applicants must have a valid California Driver's License
- Applicants must be able to write and speak effectively, analyze situations accurately, and conduct effective courses of action
- Applicants must have the ability to speak publically

Desired Qualifications and Skills:

- Knowledge of general library procedures and practices
- Wide familiarity with California and Federal legal systems, including practical knowledge of how the Civil and Criminal courts work
- Ability to communicate with Spanish-speaking patrons
- Knowledge of legal materials and resources, their use, and basic legal terminology
- Knowledge of personal computers and Microsoft Office

Physical abilities required:

- Lifting ability: light objects, under 15 lbs. on a regular basis. Up to 50 lbs. on an occasional basis
- May require: bending, stooping, and reaching
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required

Willingness to:

- To travel for work; maintain a clean, neat appearance, and attend meetings and training sessions.
- Communicate with people of varying education, ability, means, and backgrounds in a fair, tactful, courteous manner.

Employment Benefits

SALARY- Commensurate with experience and comparable to similar positions.

MEDICAL – the Law Library contracts with CalPERS for providing medical benefits. The Law Library partially subsidizes the premium for the employee.

RETIREMENT and SOCIAL SECURITY – The Law Library participates as a public agency in CalPERS retirement plan, 2% at age 62, integrated with Social Security, contributed by both the employee and the Law Library.

VACATION/SICK LEAVE – The Law Library offers a single “annual leave” for the purpose of vacation and sick leave. Employees accrue time each month that totals 18 days annually and increases in steps after 3 years.

HOLIDAYS – 10 Paid holidays per year.

How to Apply:

Please email or mail a resume, cover letter, salary expectations, and three professional references to lawlibnotices@co.fresno.ca.us or to Library Assistant II, Fresno County Public Law Library, 1100 Van Ness, Room 600, Fresno, CA 93724 in order to be considered for this position. **All documents must be received by May 28th, 2018.**