

**Job Description for Assistant Law Librarian at the
Harris County Robert W. Hainsworth Law library**

Job Title: Assistant Law Librarian	Reports to: Law library Director
Division: Law library	Location: 1019 Congress Street, 1st Floor

Summary of job, including general nature and broad functions:

Under the direction and supervision of the law library director, the assistant law librarian primarily provides reference assistance to the law library's patrons. The successful candidate will also work as part of the marketing and outreach, instruction, and digital content production teams. Other duties include maintaining the currency of the law library's resources by filing updates to printed library materials and generally maintaining the appearance and order of the law library. The assistant law librarian works with minimal supervision and performs such other duties and functions as may be assigned from time to time by the director.

Key Values

The assistant law librarian ensures that law library projects and the assistant law librarian's work in the law library exemplify the law library's values, as well as those of the Office of the County Attorney. Those values include:

Teamwork

- Establishes and maintains effective working relationships with co-workers both within and outside the law library.
- Seeks input from co-workers.
- Seeks opportunities to recognize co-workers.
- Accepts supervision and constructive criticism.
- Reports to work on time, is seldom unexpectedly absent, and maintains a good attendance record.
- Manages stress to ensure productivity and minimize any negative impact on the law library staff.

Ethical Standards

- Upholds high ethical standards in achieving the goals and mission of the law library and the Office of the County Attorney.
- Respects the rights and dignity of others.
- Acts with honesty and integrity in dealings with others.

Attitude for Action

- Is a self-starter and can work independently without supervision.
- Organizes and prioritizes multiple projects simultaneously to maintain a high level of productivity.

- Proactively seeks additional duties and responsibilities.
- Meets deadlines.
- Organizes, prioritizes, and completes assigned responsibilities with minimal intervention.
- Makes effective and efficient use of time in carrying out responsibilities.

Measurable Improvement

- Seeks new ways to increase the efficiency and effectiveness of the law library.
- Develops daily habits to improve both self and the organization.
- Establishes goals and works to achieve them.
- Is willing to learn new duties, approaches, and routines.
- Proactively seeks avenues for self-development.

Service to All

- Demonstrates a strong customer service orientation.
- Recognizes public service as a high calling.
- Understands that the law library exists to serve the self-represented public in addition to the members of the bench and bar.
- Communicates with persons inside and outside of the organization in a prompt, positive, and professional manner.

Education and Experience: Must demonstrate strong customer service orientation. Post-secondary degree or equivalent experience required. Master of Library Science degree or equivalent from an ALA accredited program desired. Candidates without an MLS degree must have worked three or more years in a public or private law library setting. Excellent legal research and reference skills with demonstrated expertise in both print and electronic resources required. Excellent communication skills, both written and oral, required. Bilingual abilities, particularly the ability to translate spoken and written Spanish, Vietnamese, Chinese, or Arabic, desired. Knowledge of Microsoft Office 365 applications, particularly Word, Excel, PowerPoint, Publisher, and Outlook, desired. Knowledge of EOS.Web® Express integrated library system preferred. Employment is contingent upon passing a background check.

Detailed Tasks and Responsibilities

Although not an exhaustive list of all required responsibilities, the Assistant Law Librarian performs all of the following tasks:

- Provides reference assistance to patrons at least two hours a day from the law library's virtual and physical reference desks.
- Provides additional reference assistance to patrons on the telephone as needed.
- Assists patrons with access to various electronic legal databases.

- Finds innovative solutions to assist all patrons with their information needs.
- Participates in marketing and outreach efforts by creating digital and print marketing materials, leading tours, and presenting programs to stakeholders, community partners, and the public.
- Presents programs and conducts training sessions on law library resources and services, including research databases, legal technology, and services for attorneys and other legal professionals.
- Contributes content for the law library's online presence, including webpages, blog and social media posts, and event announcements.
- Assists patrons with copying, scanning, faxing, and other office-related tasks in the law library's copy center as needed.
- Follows cash handling and reporting procedures as necessary for law library copy center operations.
- Keeps law library resources current by filing updates or pocket parts in print library materials.
- Prepares the law library facilities for use by patrons by reshelving print materials, straightening chairs and tables, and generally maintaining the neat appearance of the law library throughout the day.
- Suggests library materials for acquisition, de-selection, and archiving.
- Troubleshoots law library computers when necessary.
- Creates research guides and other helpful guidelines for patrons and the law library staff.
- Prepares law library facilities for closing each evening by reshelving print materials, straightening chairs and tables, and generally maintaining the neat appearance of the law library.
- Prepares the law library facilities for closing each evening by advising patrons of the time that the law library will close, making sure no patrons are in the law library or other public areas at closing, turning out the lights in the law library and staff areas, and locking the library's doors at closing.
- Enforces law library rules and drafts and submits violation report forms as necessary.
- Assists patrons with Harris County Public Library collection at the law library, including registering new cards, helping with check in/out and holds, and processing public library materials.
- Performs other functions and job-related duties as assigned.

Software and web-based programs routinely used: Word, Outlook, Excel, PowerPoint, Publisher, Camtasia, Calendly, Hootsuite, EOS.Web® Express integrated library system, Symphony integrated library system, Westlaw, Lexis, Lexis Digital eBook Library, HeinOnline, CCH Cheetah, other commonly used legal research programs.

Computer and other equipment used: Dell Optiplex 7000 series, Dell 24" Monitor (3), Xerox copiers and scanners, Avaya telephone system.