

Placer County Law Library

Job Posting

Position Title: Law Librarian

Employer: Placer County Law Library

Location: On-site at 1523 Lincoln Way, Auburn, CA.

Employment type: Full-time

Application Instructions: Submit resume and cover letter to: librarian@placerlaw.org.

Position Summary:

The Placer County Law Library ("Law Library"), a California public entity, desires to employ a Law Librarian. The purpose of the Law Library is to provide Placer County residents with access to legal materials. The Law Librarian will serve as the executive and administrative officer of the Law Library on behalf of the Board of Trustees of the Placer County Law Library ("Board") and under its review and direction.

Duties of the Law Librarian may include, but are not limited to the following:

- Maintains the Law Library property;
- Adequately and properly selects and maintains materials and subscriptions in keeping with the stated policy for the Board;
- Collects and opens mail;
- Processes bills in coordination with the bookkeeper (contracted by the Board) and/or the County of Placer, subject to Board approval;
- Maintains financial records;
- Establishes and maintains a positive relationship with diverse patron community;
- Answers basic questions of Law Library patrons regarding available Law Library resources;
- Opens the Law Library to the legal community and the public at regular hours as set by the Board, up to 40 hours per week;
- Develops and recommends to the Board internal operating systems, policies and procedures necessary for the efficient functioning of the Law Library and implements the Board's decisions;
- Attends the monthly meetings of the Board and regularly reports to the Board regarding Law Library operations;
- Acts as recording secretary to the Board; and
- Complies with applicable policies, procedures, resolutions and rules established by the Board.

Salary Range: The salary range for this position is \$75,000 to \$95,000 annually.

Benefits:

- Paid holidays provided;
- Paid vacation and sick leave provided; and
- Stipend provided for healthcare benefits.

Specific benefit information not available at this time.

Employment with the Law Library is at-will.

Qualifications:

Minimum Qualifications: (required at time of application)

- J.D. from an ABA-accredited law school or paralegal certification; and
- Two or more years of experience conducting legal research and utilizing legal reference materials in a law office, court, or government agency.

Preferred Qualifications:

- Master's degree from an ALA-accredited school of information or library science;
- Experience with office management and administration.

Requires Knowledge of:

- Legal research sources in both print and electronic formats;
- Emerging legal research methods and technology; and
- Principles of office administration and financial management.

Requires Ability to:

- Negotiate with vendors and providers for the Law Library services and resources;
- Participate in Law Library professional associations and continuing education;
- Operate a personal computer and other office equipment;
- Communicate effectively with others in person, on the telephone, and through email;
- Analyze detailed data, interpret directions, procedures and regulations and develop appropriate responses;
- Perform job duties under potentially stressful conditions and respond appropriately;
- Assist attorneys and the public in locating and obtaining legal research material in print or electronic format;
- Comply with applicable federal, state and local laws; and
- Draft annual reports summarizing law library usage, issues, and financial health of the law library.
- Use independent judgment to define line between legal advice and legal information.

Essential Functions:

- Ability to work 40 hours per week in a public library setting;
- Proficiently operate a personal computer and other office equipment and software programs typically associated with law library operations;
- Communicate effectively with others in person, over the telephone and through email;
- Independently analyze data, interpret policies, procedures and regulations, develop appropriate conclusions and prepare reports;
- Resolve conflicts and respond appropriately to complaints;
- Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping.
- Frequently carry, lift, push, pull and manipulate large and small objects.
- Frequent use of hand-eye coordination.
- Must be able to lift up to thirty (30) pounds.
- Regular attendance is an essential function.

Equal Opportunity Employer

The Placer County Law Library is an equal opportunity employer. It is the stated policy of the Law library that unlawful harassment, discrimination, and retaliation are prohibited in employment, recruiting and selection. All terms and conditions of employment, including but not limited to recruitment and hiring, will be based on the qualifications of the individual for the position being filled regardless of gender (including gender identity and expression), sexual orientation, race (including traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, ancestry, religion (including creed and belief), national origin, citizenship, physical disability (Including HIV and AIDS), mental disability, medical condition (including cancer or genetic characteristics/information), age (40 or over), marital status, military and/or veteran status, sex (including parental status, pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decisionmaking, political orientation, or any other classification protected by federal, state, or local law. All decisions regarding employment must be made solely based on the individual's qualifications (merit) for the job in question.

The Law Library provides reasonable accommodations for persons with disabilities, including in the application and interview process. The Law Library is committed to complying with all applicable laws providing equal employment opportunities.