Summary of the job, including general nature and broad functions:

Under the direction and supervision of the Law Library Director, the Assistant Law Librarian is primarily responsible for providing reference assistance to the library’s patrons, 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.

Education and Experience: Must demonstrate strong customer service orientation. Post-secondary degree or equivalent experience required. Master of Library Science or Master of Library Information Science degree from an ALA accredited program desired. Candidates without a MLS or MLIS 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 English/Spanish, 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 reference desk.
- Provides additional reference assistance to patrons on the telephone at least one hour a day.
- Assists patrons with access to various electronic legal databases.
- Keeps a tally of the number and type (legal professional or nonprofessional) of patrons served in person and on the telephone.
- 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 and de-selection.
- Troubleshoots law library computers when necessary.
- Creates research guides and other helpful guidelines for patrons and the law library staff.
- Contributes content for the Law Library’s online presence, including webpages, blog and social media posts, and event announcements.
- Presents programs and conducts training sessions on law library resources and services, including research databases and services for attorneys and other legal professionals.
• Prepares the 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 Harris County Law Library Violation Report forms as necessary.

• Develops a professional development plan that encompasses at least 10 hours per year of professional development course work or other learning opportunities.

• Registers new Harris County Public Library users and distributes Harris County Public Library borrowing cards.

• Checks in Harris County Public Library materials and shelves them in the designated area.

• Assists Harris County Public Library patrons when they have difficulty with self-check-out or held materials.

• Processes held materials for Harris County Public Library patrons.

• Processes materials to be returned to the Harris County Public Library.

• Performs other functions and job-related duties as assigned.

**Software and web-based programs routinely used:** Word, Outlook, Excel, PowerPoint, Publisher, EOS.Web® Express integrated library system, Symphony integrated library system, Westlaw, Lexis, HeinOnline, CCH IntelliConnect, other commonly used legal research programs.

**Computer and other equipment used:** Dell Optiplex 7010, Dell 24” Monitor (2), Xerox Work Centre 5755, Avaya telephone system.