

Law Library Assistant

Jefferson County Personnel Board

Job Summary:

Law Librarian Assistants are responsible for providing assistance to various individuals (e.g., law students, members of the Bench and Bar, the public) in a specialized law library

Employees in this job receive and respond to routine library questions

Maintain the law library's accounts receivable information and money

Assist with inventory maintenance

Complete library services requests (e.g., online resource access)

Communicate information (e.g., overdue book notices, item availability) to library patrons

Law Librarian Assistants work almost exclusively in an office setting using standard office equipment (e.g., computer, phone, copier, etc.) and have no supervisory responsibilities to subordinate personnel

MINIMUM QUALIFICATIONS:

- Experience filing materials.
- Experience bookkeeping and using accounting software (e.g., QuickBooks).
- Experience using Microsoft Office Suite (e.g., Word, Outlook, Excel, Access).
- Experience assisting customers with research questions in a library setting.

To Apply:

Please visit

www.JobsQuest.org.

**The position is currently open continuously, however, the position can close at anytime.