

Library Clerk

Titles:

Library Clerk (May also be called Library Assistant I or II as noted in Library Assistant Description).

Purpose:

To provide library collection maintenance and administrative support to the library staff.

Qualifications:

Education - Some college coursework or Bachelor's degree preferred.

Experience - One or more years of law library experience preferred.

Responsibilities:

- Library maintenance, including re-shelving, filing, weeding, and the reorganization, moving and/or shifting of materials as needed to accommodate changes in the collection. Files periodicals after routing has been completed.
- Interlibrary loan – retrieve and return items as needed.
- Assist with serials check in, routing, and accounting records entry.
- Arrange for copying of needed materials for attorney or staff requests.
- Regularly check for missing books
- Locate material that has been signed out or missing so that the filing service can keep the collection current and fully updated.
- Assess condition of materials in the collection and repair as needed.
- Equipment maintenance for computers and printers (i.e. replacing toner cartridges, paper, or supplies as needed).

Requirements:

This Library Assistant position requires someone who can pay close attention to detail and has a strong customer service orientation. Excellent communication, organizational, and decision-making skills are essential in this position as the Library Assistant works with all levels of staff throughout the firm and must handle quickly shifting priorities due to the needs of the attorneys and other Library staff members. Adaptability, a cooperative attitude, initiative and the ability to take direction well are also useful characteristics for this position. The Library Assistant should possess a working knowledge of library processes and procedures. Familiarity with OCLC, online research services, and automated library systems is also preferred. Some of the tasks associated with this position will require stooping, bending, and stretching when reshelving or shifting books or materials on the shelves. It requires moving carts full of books and may involve lifting, carrying, and moving heavy objects or boxes on occasion. This position may also involve the need to work overtime on occasion.

Salary range:

This position can be found in all types of law libraries, and the salary generally depends on type, size, and location of organization. Per the AALL 2009 Salary Survey, the mean annual salary for the different types of libraries is as follows:

Academic: \$33,117

Private Firm/Corporation: \$37,128

Government (State, Court, and County): \$37,985