

Law Librarian

LAC Group

LAC Group is seeking an experienced **Law Librarian** for a part-time or full-time role with a federal agency in Alexandria, VA. The Librarian will manage and track legal document workflows and create and populate legal and administrative forms in Adobe, Microsoft Word, InfoPath and other tools. This is a 3 months part-time position (up to 20 hours a week) no benefits or full-time position (40 hours a week) with benefits with a 1-year renewal option. Work will be done onsite. Must be a US Citizen and available to start in 4-8 weeks.

RESPONSIBILITIES

- Responsible for Knowledge Management using SharePoint to support office staff
- Create and maintain digital libraries containing relevant documents and articles on specific legal topics
- Update and develop standard operating procedures as needed
- Create and maintain legal templates
- Train staff on the use of the KM tools and other information products
- Provide research assistance for various investigations as needed

QUALIFICATIONS

- Education Qualifications: Juris Doctor (JD) degree or Masters of Library and Information Science (MLIS) with a Special Certificate in Law Librarianship or Bachelors degree in related field plus two years as a professional law library
- The candidate may substitute 3 years of work of experience managing a knowledge management system for the above Education Qualifications provided they also have: Three years of equivalent professional level experience working as a law librarian or Bachelor's Degree from an accredited college or university or Paralegal Certificate from an ABA-approved program.
- Minimum of 2 years administering, maintaining, and updating a knowledge management system (SharePoint strongly preferred)
- Proven ability to learn quickly and adapt to a new situation
- Prior experience with federal criminal law and litigation
- A solid understanding of legal documentation
- Experience in implementing workflow process mapping tools and techniques to plan the execution of each project phase
- Experience in creating a document library of policies and procedures on a SharePoint Server
- Experience in developing and implementing a document and record retention policy
- Experience in developing and drafting standard operating procedures for operations including developing and diagramming a streamlined, standardized workflow process

- Experience in utilizing programs to design and create standardized response-letter templates
- Experience in building instructional text for each template to guide the user in modifying form parts as needed and to allow for ease of use by staff at all operational levels
- Experience in publishing all resources and as well as create a form templates library on the agency's server allowing for access and use by staff
- Experience in maintaining and update the document library
- Experience in utilizing knowledge management applications to create a standard Records Request form with instructional text to guide the user in form completion. This includes publishing the forms on the website for public access
- Devising a RM plan, implementation of RM procedures, and progress monitoring and reporting experience highly preferred
- Must be a US Citizen
- Must be available to start in 4-8 weeks after selection

Apply

To apply, please visit: <https://goo.gl/Wc7ZtQ>.