

Librarian
Virginia State Law Library
Richmond, Virginia

Job Description: The individual filling this position reports to the State Law Librarian and shares responsibility for the provision of professional legal reference and research assistance to judicial branch staff, attorneys and the broader legal community, including public patrons. This librarian is responsible for coordination/oversight of projects relating to digital preservation, including harvesting and ingesting items for and maintaining the library's collection in the Legal Information Archive. Shares responsibility for collection management, interlibrary loan and cataloging with other professional staff.

This full-time position offers a competitive benefits package, which includes vacation and sick leave, 12 paid holidays, health insurance, retirement, life insurance, deferred compensation and short- and long-term disability.

Essential Duties and Responsibilities:

- Provision of professional legal and non-legal reference and research assistance
- Coordination, management and development of the library's collection in the Legal Information Archive
- Shared responsibility for collection management, interlibrary loan and cataloging tasks

Minimum Qualifications:

- Master's degree in library or information science (MLS/MLIS) from an ALA-accredited institution
- Minimum of two (2) years of full-time professional law library experience
- Proficiency using integrated library systems, particularly EOS (SirsiDynix) or similar ILS
- Strong library service orientation and ability to deal effectively with a broad range of library users
- Excellent verbal and interpersonal communication skills
- Proficiency with Microsoft Office, including Word, Excel, Access, Publisher and PowerPoint

Preferred Qualifications:

- Juris Doctor degree from an ABA accredited law school
- Competitive candidates will demonstrate a proven ability in conducting legal research and writing, and proficiency using OCLC's Connexion, First Search and WorldShare ILL
- Experience with digital preservation and/or digitization projects is a plus

Special Requirements:

The position requires the full range of normal body motion to include standing, walking, sitting, bending, stooping, squatting, reaching, climbing stairs and balancing. Occasionally must lift up to 35 pounds, carry up to 35 pounds and push/pull library book trucks weighing up to 75 pounds.

Special Instructions to Applicants:

Applicants must apply online at:

<https://virginiajobs.peopleadmin.com/postings/128312>

STATE APPLICATION MUST BE FULLY COMPLETED IN ORDER TO BE CONSIDERED. A completed state application, cover letter and resume are required. Please include salary requirements. Only interviewed applicants will be notified of the filling of the position.