

# Assistant Law Librarian

## Everlove & Associates

### Duties:

This part time position includes processing library publications, distributing newsletters, shelving books and journals, and filing loose-leaf materials. The Assistant Law Librarian may also handle some cataloging, interlibrary loan, legal reference and document retrieval.

### Location:

Downtown Orlando

### Hours:

- Part time position available - about 25 hours per week
- All work must be performed during the normal business day of 8:00 a.m. to 6:00 p.m. Monday through Friday.

### Education:

- Library or Information Science graduate degree or degree candidate preferred
- Bachelor's Degree required

### Skills:

- Law Library experience preferred; library experience required
- Proficient with Microsoft Office products including Access data entry
- Demonstrated ability to work on your own
- Attention to detail in performing repetitive tasks
- Excellent interpersonal skills, especially written communications
- Online research skills including Westlaw and Lexis
- Professional appearance
- Requires the ability to move between buildings in downtown

### Compensation:

- Hourly pay rate varies based on skills, education and work experience
- Parking reimbursement; travel and mileage paid between clients

## To Apply:

Please complete both parts of the application process listed below:

1. submit the information requested through this [form](#)
2. email your cover letter and resume to [jobs@everlove.net](mailto:jobs@everlove.net)

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