

Law Library Assistant – Entry Level Position Description For The ??? Law Association

The Association

The ??? Law Association has been in existence since ??? It is an Association of ??? members who are lawyers in the County. However, under the philosophy of universal access and universal funding, endorsed by the County and District Law Presidents' Association and approved by the Law Society of Upper Canada the law library may be used by any member of the Law Society of Upper Canada.

The ??? Law Association's library is one of the 48 County and District Law Libraries under LibraryCo Inc. (www.libraryco.ca). Under the Blended System this library has a designation of a ??? Law Library.

This Library Assistant reports to **the Library Assistant, the Library Technician or the Law Librarian of the ??? Law Association.**

Education, knowledge and experience

The candidate must possess a High School Diploma.

The candidate must have one year of clerical experience preferably in connection with the operations of a library.

The candidate should have knowledge of and experience in using:

- the *Microsoft* Suite of products in a *Windows* environment. (This includes *Word* (word processing), *Microsoft Outlook* (email), and *Microsoft Excel* spreadsheet applications)
- a photocopier, printer, fax machine

Position Description

The Law Library Assistant for ??? is a ??? time staff position working ??? hours per week. The duties are varied where some are daily and others less frequent. Responsibilities fall within the broad categories of *Administration*, *Collection Maintenance*, *Library and Equipment Maintenance*, and *Client Services*

Administrative responsibilities include: recording and submitting monthly system-wide statistics for LibraryCo Inc.; record keeping; and reporting of law library expenditures.

Collection Maintenance involves all technical processes relating to the collections. This includes ordering and maintaining appropriate order records; receipt of all mail; recording and filing of all library materials (including looseleaf releases, law reports, textbooks, CD Roms etc); noting and claiming missing and/or damaged materials; reporting new titles to The Great Library for cataloguing and processing materials when the products are return after being catalogued; maintaining circulation records; and loading CD Roms when necessary.

Library and equipment maintenance involves the day-to-day upkeep of the library proper. This may include: answering the phone; keeping the law library tidy and re-shelving

materials as required; and maintaining the smooth functioning of photocopier, printer and facsimile machine (i.e. clearing paper jams, making sure there is adequate toner and paper etc).

Client Services may involve answering simple reference questions and directional information.

