



THE CLEVELAND LAW LIBRARY



The Cuyahoga County Law Library has a new job opportunity for a Paralegal/Library Assistant. If you are interested in this position, please email your resume, with 3 professional references, to Kathleen M. Dugan, Esq., MLS: kathy.dugan@clelaw.lib.oh.us

JOB DESCRIPTION: Paralegal/Library Assistant (Full-Time or Part-Time)

PAY RANGE: \$20.00-\$22.00 per hour depending on education and experience; OPERS retirement benefits; eligible for County benefits if work 30 hours or more per week

REQUIREMENTS: Undergraduate degree in paralegal studies or certificate in paralegal studies, plus 3 years of experience working in a law library or a law office.

A. Reference Services:

1. Provides reference assistance to patrons.
2. Assists patrons in using the law library's collections and services.
3. Develops, maintains, and updates web page content in consultation with the Director and the Network Services Librarian.
4. Provides library tours and brief instruction.
5. Assists with programming for patrons.
6. Makes collection recommendations to meet patron needs and realize cost efficiencies; assists with procurement and acquisition of legal resources.
7. Assists with the law library's social media platforms.

B. Circulation/ILL Services:

1. Performs circulation functions.
2. Provides electronic document delivery.
3. Manages Interlibrary Loan requests from members and other libraries.

C. Miscellaneous Duties:

1. Performs special projects at the request of the Director.
2. Consults with the Director on reference services, service policies, programming, and acquisition needs.