

JOB DESCRIPTION: Reference and Circulation Librarian (Part-time or Full-Time)(Rev. 1/19)

PAY RANGE: Determined by the CLLA and/or the CLLRB

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

Under the direction of the Director, the Reference and Circulation Librarian provides reference, circulation and Interlibrary Loan services and performs other miscellaneous duties:

A. Reference Services:

1. Provides reference assistance to patrons.
2. Assists patrons in using the CLL'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.
7. Assists with the CLL'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.
4. Maintains Interlibrary Loan records and statistics.

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.