

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request the assistance.

	Date Posted: May 9, 2019 Closing Date: Open until position filled Positions Open: 1
Position:	Law Librarian Hours: M-F, 8 a.m. – 5 p.m.
Department	District Attorney's Office
Minimum Salary:	\$40,000
Job Number:	H9050901
Duties	Manages all functions of a law library. Performs legal reference and research using traditional and electronic research. Engineers collection development including discontinuing unused titles and engages in space planning. Provides user services such as training, outreach, reference guides, instruction guides, current awareness services and newsletters. Catalogs and processes library materials in a variety of formats and may file loose leaf services. Prepares and manages library budget including paying invoices and maintaining financial records. Prepares annual and financial reports. Maintains good relations with community groups, departmental personnel, library patrons, other libraries, and vendors. Participates in professional associations. Some administrative duties at the discretion of the Grayson County District Attorney's Office.
Qualifications:	Master of Library Science Degree from an accredited institution; knowledge of professional law librarianship concepts, principles and practices. Experience with integrated library systems, Westlaw and Lexis, and general computer skills.
Requirements:	Full understanding of and adherence to privacy and confidentiality principles and ability to be diplomatic while enforcing library policies is crucial. Must be self-starter and able to work independently. Valid driver's license required. Must pass pre-employment drug screen and background check. Submit resume, references and transcripts via e-mail or fax.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays.