

Library Associate (Contract Position)

Anne Arundel County Public Law Library

8 Church Circle, Annapolis, MD 21404 (410) 222-1387

The Circuit Court for Anne Arundel County seeks a Library Associate (either full or part time).

Position Description: This contract position will involve all aspects of law librarianship, technical, administrative and reference services in a specialized library. Work includes reference and research; cataloging and classification; the processing of new materials; instruction in the use of legal databases; management of law library web and internet interfaces; developing educational programs; and other duties as assigned. Responsibilities also include preparation of financial reports, collection maintenance, and providing reference services to library users.

Nature and Variety of Work: The Library Associate will be able to work independently under the direction of the Law Library Director applying principles of library and information science and will be able to interact with a wide range of customers including judges, court personnel, attorneys, and the general public.

Minimum Qualifications: Bachelor's degree required. Candidate for a Master's Degree in Library Science/Information Science from an ALA-accredited program preferred. Hourly rate is \$15.00.

Please apply by submitting a cover letter, resume, and list of three references as a SINGLE PDF document – indicate in your cover letter whether you are interested in full time, part time, or both. Please apply by deadline extended to August 29, 2016, 4:30 p.m. to: Office of the Court Administrator jobs@circuitcourt.org