



## **LAW LIBRARY ASSOCIATE**

The Circuit Court for Anne Arundel County is seeking to hire a part-time library associate to serve in its law library.

**DUTIES MAY INCLUDE:** The Law Library Associate will interact onsite with a wide range of customers including judges, courthouse personnel, attorneys, and the public. Responsibilities include collection maintenance (including cataloging, classification, and processing new materials), reference and research assistance, instruction in the use of legal databases, management of law library web and internet interfaces, assistance in the preparation of financial and statistical reports, and other duties as assigned.

**REQUIREMENTS/QUALIFICATIONS:** Candidate for or completion of a Master's Degree in Library Science/Information Science from a program approved by the American Library Association (ALA) or a candidate for or completion of a Juris Doctor degree preferred. Attention to detail, computer experience including a thorough knowledge of Microsoft Office Suite, and excellent communication skills are essential. Additional required skills include: strong organizational skills; ability to coordinate multiple tasks simultaneously; and demonstrated skill in dealing with difficult situations calmly and effectively. Experience with SharePoint, Lexis and Westlaw is preferred.

**SALARY:** \$22.85/hour. No benefits.

**APPLICATION PROCEDURE:** Deadline: 4:30 p.m. on October 20, 2023. Interested candidates should submit a cover letter, resume, and list of three references as a **SINGLE PDF** document to [OfficeofCourtAdministration@mdcourts.gov](mailto:OfficeofCourtAdministration@mdcourts.gov).