Location: DOJ
Job Title: Law Librarian

Responsibilities:
Shelving and filing
Retrieve titles/materials from off-site locations
Locate requested materials by staff or users
Prepare shelves, drawer labels, guide cards, shelf labels, stack labels, file folders, three-ring binder labels,
Charge cards and online circulation records include name and telephone number (proper identification) of borrower and date checked out. Online circulation patron records include all required fields indicated in the Circulation Procedures Manual.
Clearing loan records for items returned. Discharging online circulation records according to procedures indicated in the Circulation Procedures Manual
Monitor materials borrowed from other libraries for staff or from other libraries, keeping everyone informed as needed. When appropriate, let Federal Staff know when titles are ordered more than once, or requestor indicates Library should own the title.
Processing books, periodicals, and other materials so they are ready for shelving. This shall include creating and affixing spine labels, title labels, book pockets, book cards, barcodes, and stamping items with property stamps
Receiving and inventorying materials submitted for digitization, searching documents in the Libraries digital collections and databases, and converting paper documents into a digital format that complies with Section 508 of the Americans with Disabilities Act of 1990.
Maintain statistics for all work completed, as directed by the Coordinator, and submit monthly statistical reports.

Requirements:
A Bachelor's Degree in law, legal studies, or a related field
Coursework in legal research, information technology, and management of legal resources is crucial.
minimum of 2 years of experience in legal research
minimum of 2 years of customer service

Preferred Qualifications:
Master's Degree in Library Science or Information Science
Experience working in the Federal Government Library System

Salary Range: $35-$55

Application Process: https://adnet-accountnet-inc.breezy.hr/p/64a03452309e-librarian-legal?state=published
Apply via this link and/or forward your resume to Anne Stoner, Senior Human Resources Consultant astoner@adnetp3.com