Location: Thurgood Marshall State Law Library in Annapolis, MD
Job Title: Outreach Coordinator & Reference Librarian

Responsibilities: The successful applicant will join an enthusiastic and innovative team of library professionals dedicated to providing access to justice for all citizens. The State Law Library will be moving, along with the appellate courts, to a new Supreme Court of Maryland courthouse in the next few years. Thus, the new staff member will be joining the team during an exciting time of preparations for a move to the new facility and a new State Law Library.
The Outreach Coordinator & Reference Librarian manages outreach related duties and special projects, such as serving as a liaison between the State Law Library and other libraries; interfacing with community service providers; leading work groups of Library colleagues; organizing and presenting educational programming; and authoring educational and publicity materials. In addition, the Librarian provides regular research assistance to all segments of the Library's user population.

Requirements: Education: Master's Degree in Library/Information Science from a school accredited by the American Library Association (ALA).
Experience: Two (2) years of professional library experience.
Preferred: Experience in a law library or other legal environment. Experience teaching legal research or authoring legal research guides.

Knowledge, Skills, and Abilities:
Knowledge of:
- Microsoft Windows-based operating systems.
- Microsoft Office Suite (Word, Excel, PowerPoint, Publisher).
- Graphics programs (Photoshop, etc.).
- Knowledge of document management software and best practices
- Correct usage of business English, grammar, spelling, punctuation, and vocabulary.
- Understanding of how adults learn and retain information, especially in a web environment.
- Capacity to follow style guides and implement quality control mechanisms for website content.
- Leading group discussions and meetings.
- Giving public presentations and/or teaching.
- Lead and coordinate work groups of Library colleagues involved in outreach related duties and special projects.
- Work independently and to pay close attention to detail.
- Establish priorities. Ability to read and understand court documents, legal publications, and complex instructions.
- Use required communication technologies.
- Communicate effectively, both orally and in writing.
- Sit for extended periods of time.
- Use a computer for extended periods of time.

Salary Range: $76,824

Application Process: *Note: In addition to applying through our careers page (www.mdcourts.gov/careers), please send a resume and cover letter to claire.seeley@mdcourts.gov.

Closing Date: 6/5/24