

Norfolk Law Library

Law Librarian

Under the supervision of the Norfolk Law Library Board of Directors and the Executive Committee of the Norfolk & Portsmouth Bar Association, the Law Librarian is responsible for the daily operation and management of Norfolk Law Library and is the primary contact for the public utilizing the Law Library's resources. This position requires professional work of a confidential nature, independent judgment, initiative and discretion.

Duties:

- Assists customers in selecting and locating relevant research materials.
- Keeps abreast of trends in legal information and resources.
- Manages the library's physical and digital collection, including the purchasing of digital and print resources.
- Maintains the library's archival collection and historical Virginia Code volumes.
- Conducts shelf reading and weeding of the library's collection.
- Performs copy and original cataloging.
- Responds to all types of legal reference questions using print, electronic, and internet sources in an efficient and courteous manner.
- Demonstrates use of catalog and electronic databases to patrons.
- Effectively communicates library policies and procedures to the public.
- Conducts annual fundraising and donation campaigns.
- Other duties as assigned by the Norfolk Law Library Board of Directors.

Skills, Abilities and Experience:

- Ability to communicate clearly and concisely in a friendly and positive manner with staff and library customers from diverse ethnic, socioeconomic, and cultural backgrounds, including Judges and attorneys and their staffs.
- Experience with community engagement and programming.
- Comfort with working independently and in a team-oriented environment.
- Financial management encompassing budgeting, payables, and payroll.
- Ability to maintain accounting records and prepare financial reports.
- Ability to supervise and coordinate the work of others and perform performance reviews.
- Experience with recruiting and hiring.
- Knowledge of word processing tools (Word, Excel, PowerPoint).
- Knowledge of legal resources, including print materials and online databases.

- Experience using legal research databases such as Westlaw, Lexis Advance, Fastcase, and HeinOnline.
- Experience with technical services, including cataloging, processing and updating legal materials.
- Excellent customer service skills and enthusiasm for assisting library patrons.

Qualifications:

Prior experience in a law library and/or law firm or performing legal research is highly preferred.

A Master's Degree in Library/Information Science (M.L.S. / M.L.I.S.) and at least one year of experience in libraries are also highly preferred.

Salary: Competitive and commensurate with experience.

Benefits: There are no benefits currently offered with this position.

This position is open until filled. Review of applications will begin immediately.

Qualified candidates should submit a resume, cover letter, and three (3) professional references to staff@norfolklawlibrary.org.