



SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY
STATE OF NEVADA

LAW LIBRARIAN II

\$62,691.20 - \$85,280.00

Plus a comprehensive benefits package

How to Apply

A complete application packet will consist of the following:

- District Court Application [HERE](#)
- Cover Letter
- Resume
- 3 Professional References
- Education Verification

We do not accept resumes in lieu of the District Court Application

Direct application packet to:

Brett Gadwood

Human Resources Generalist

775-328-3405 (phone)

775-325-6601 (fax)

Brett.Gadwood@washoecourts.us

Hand Deliver

1 S. Sierra Street

North Tower, 3rd Floor, Reno,
Nevada 89501

Mail

Second Judicial District Court 75
Court Street
Reno, Nevada 89501



*The Second Judicial District Court is an
Equal Employment Opportunity
Employer*

Announcement: **March 6, 2019**

Filing Deadline: **Open Until Filled**

Interested applicants should apply online at <http://www.washoecourts.com>.

THE DISTRICT COURT

The Second Judicial District Court covers all communities within Washoe County and is part of the judicial branch of government. The District Court occupies two courthouses located in downtown Reno. The General Jurisdiction's historic courthouse proudly displays a copper dome lined with magnificent stained glass. The Family Division is located in a multi-court complex. Its footprint lines the banks of the Truckee River.

The Second Judicial District Court is a collaborative partner within Washoe County. Community outreach initiatives and public access to justice are on the forefront of the Court's mission. The District Court team is dynamic, boasts a wide range of expertise, and appreciates diversity.

Washoe County is a vibrant community. With world renowned Lake Tahoe nearby, residents enjoy its beauty all year long. The City of Reno offers all the benefits of a city while maintaining its small-town atmosphere. Washoe County is truly a great place to live.

Learn more about how you can join our team!

POSITION DESCRIPTION

The Washoe County Law Library enhances access to justice by providing legal information through both print and digital resources. Under the umbrella of the Assistant Clerk of Court and directly supervised by the Self Help Center and Law Library Program Manager, the Law Librarian II performs a variety of professional level librarian services within the Law Library. This position also performs a wide range of duties at the Self Help Center.

SUPERVISION EXERCISED

Exercises direct supervision over volunteers, externs, and interns. In the absence of higher ranking authority, provides temporary oversight of the division and staff.

EXAMPLES OF ESSENTIAL DUTIES

Plan and perform operational activities of the Law Library, including legal reference and research, cataloging, interlibrary loan, technical services, collection development, public relations, education programs, and public programs.

Establish objectives, policies, goals and programs for the Law Library and Self Help Center.

Coordinate growth and development of the collection and online databases for the Law Library.

Ensure the optimal use of the library facility to accommodate the evolving needs of customers and staff.

Assist in strategic planning for future growth and development of the Law Library.

Seek and administer grant funding for Law Library and Self Help Center programs.

Respond to customer queries; resolve complex concerns and complaints.

Provide procedural assistance and training to attorneys, self-represented litigants, and court users.

Educate and assist self-represented litigants with court statutes, rules, policies and procedures within legal limitations to ensure that court cases are handled properly and expeditiously.

Assist with weekly deposits. Receive payment for forms, packets, Law Library fines, court ordered sanctions, and balance a cash drawer daily.

Collect, analyze, interpret, and apply statistical information.

Represent the District Court in professional groups and committees.

Stay abreast of new trends and developments in the field of library science and administration.

OTHER JOB-RELATED DUTIES

Performs related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of

Court personnel policies and procedures.

Computer software, word processing, spreadsheets, and database applications.

Principles and practices of supervision, leadership, and training.

Integrated Library Systems automated databases, software, and digital resources.

Modern principles and practices of professional Law Library administration.

Modern principles of Law Library collection development.

Ability to

Refrain from providing legal advice.

Assess situations, make logical decisions, and implement effective courses of action.

Communicate effectively, both orally and in writing.

Interpret and apply regulations, policies, and procedures.

Maintain effective working relationships.

Exercise patience, empathy and understanding throughout highly stressful and emotional situations.

Develop tools to survey educational needs for Law Library/Self Help Center users.

Plan and conduct various educational seminars and programs.

Interact effectively and sensitively with individuals from diverse backgrounds.

Learn the operations, services and activities of the Law Library and Self Help Center.

Train on the services, functions and resources available in the Law Library and Self Help Center.

Identify technologies to further promote library services and resources.

SPECIAL REQUIREMENTS

Ability to work in a standard office environment.

Ability to lift and move objects weighing up to 50 pounds.

Ability to use office equipment including computers, telephones, calculators, copiers, and fax machines.

MINIMUM QUALIFICATIONS

Education and Experience

A Master's degree in Library Science or Library Information Science from an American Library Association accredited college or university.

Preferred

Three years of full-time professional law library experience with a year of program coordination. Experience with Liberty software. A juris doctorate (JD) from an American Bar Associated accredited law school.