



Job Description –Reference Librarian

Effective date: 4/1/2025

20+ hours/week, with flexible scheduling from 8:00 a.m. to 5:00 p.m., M-F

Salary: \$22/hr - \$35/hr, paid monthly, DOQ
Contact: Heather DiChiara-Schilling, 512-463-1721

Closing Date: Open until filled
Date Job Available: 4/1/2025

OVERVIEW

The State Law Library is seeking a reference librarian at any stage of their career to join our team! We are looking for an applicant interested in research and customer service to help Texans learn about their legal rights and to equip practicing attorneys with the information they need to represent their clients. Experienced law librarians are welcome to apply, as are early career librarians wishing to build their reference skills while in graduate school. Salary will be commensurate with skills and experience.

For early career librarians, this position will allow students or recent graduates to build work experience and gain skills they can use as they embark on their professional careers. They will be given a thorough legal reference training course taught by the Library's Director. Upon completion, they will staff the reference desk for a daily shift and assist the other librarians with answering reference questions via email. They will work under the guidance of experienced reference librarians, including but not limited to the Director and Assistant Director. Cross-training in other areas of the library will be available depending on their interests. Appropriate increases in responsibility and salary are available upon graduation from a library degree program.

This position has the potential for flexible scheduling for those working less than 40 hours per week.

JOB RESPONSIBILITIES

As a member of the State Law Library team, serves as an information consultant to judicial and state agency staff and to the general public. SLL reference librarians play a critical role in increasing access to justice for Texas citizens by connecting patrons with information about their legal rights and referring them to resources for more assistance. This position will serve professional and self-represented patrons directly by email, telephone, and in person.

ESSENTIAL TASKS

- Provides reference assistance in person, via email, or by telephone at scheduled hours.
- Conducts in-depth research using primary and secondary sources.
- Uses online circulation system to check materials in and out of the library.
- Handles cash and credit card transactions for patrons.
- Assists patrons with computers, printers, photocopiers, and scanners.
- Assists in developing online research aids and creates instructional materials (FAQs, videos) for patrons using library resources remotely.
- Performs other duties as assigned.



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MINIMUM QUALIFICATIONS

- Enrollment in, acceptance to, or graduation from an MLS program at a library school accredited by the American Library Association.
- Knowledge of Microsoft Office software and practices, especially Outlook.
- Excellent communication skills with a demonstrated ability to communicate effectively, both orally and in writing.
- Ability to tailor communications based on patron's literacy level.
- Experience interpreting and enforcing written policies.

PREFERRED QUALIFICATIONS

- Demonstrated interest in law librarianship as a career path.
- Customer service experience.
- Fluency in Spanish.
- Experience providing reference services.
- Experience searching records in Koha or another integrated library system (ILS).
- Experience using and troubleshooting the OverDrive e-book platform.
- Experience troubleshooting computer software and hardware.
- Experience developing informational online resources such as guides, pathfinders, or frequently asked questions.
- Experience writing or editing content for websites.
- Familiarity with cataloging rules, principles, and procedures.
- Experience creating and editing MARC records.

APPLICATION PROCESS:

Please submit the State of Texas Application for Employment form (found on our web page, <http://www.sll.texas.gov>), a statement of how you meet the minimum and preferred qualifications and your resume. The State of Texas Application for Employment form and statement are REQUIRED to apply. We ask that you also indicate how many hours you are interested in working a week.

Completed paperwork may be dropped off in person. It can also be mailed, faxed or emailed to:

Heather DiChiara-Schilling
PO Box 12367
Austin, TX 78711-2367

E-mail: hdichiara@sll.texas.gov
Fax: 512-463-1728

The State Law Library is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Mrs. DiChiara-Schilling.

Note:

According to the Military Crosswalk, there are no equivalent Military Occupation Specialty (MOS) codes for this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.