

COMPUTER /TECHNICAL SERVICES LAW LIBRARIAN

Duties:

The computer/technical services librarian is responsible for maintaining the law library's computer hardware and software and for the basic processing of materials upon receipt and recording payments at the time a warrant for payment is issued to allow for future fiscal tracking.

The work includes:

- Processing of library materials
 - Verify each publication received against invoice to ensure accuracy of items received.
 - Prepare and maintain acquisitions and serial control records.
 - Periodically survey all serial records and order to ensure items are received within a reasonable period of time.
 - Classify and catalog library materials, as directed.
- Maintenance of library exchange program.
- Maintenance of payment records and files.
- Filing of supplementation.
- Redistribution of Wyoming Reporters to Judicial Branch and other designated recipients.

- Reference

- **Provide direction to all clients needing assistance.**
- **Copy and mail or fax materials to non-Cheyenne Bench and Bar.**
- **Fill interlibrary loan requests.**
- **Maintain photocopy accounts.**
- **Automation**
 - **Mount and monitor all library hardware and software.**
 - **Migrate Serial, Acquisition and Payment Records from manual Kardex to GLAS Acquisitions and Serials Modules.**
 - **Act as liaison with Supreme Court Systems Manager and the Wyoming State Library Automation Systems and Services Office.**
 - **Keep Current on State Information Policy by acting as Law Library Representative to Wyoming on the Web Committee.**
 - **Maintain Law Library Homepage.**
- **Associational and Educational**
 - **Actively participate, within budgetary limits, in state, regional and national professional associations, panels, workshops, and conventions.**
 - **Partake of educational opportunities to keep both library skills and legal knowledge current.**
- **Substitute in absence of assistant state law librarian.**

- **Perform other duties as directed by law librarian.**

Qualifications:

A Masters Degree in Library Science from an ALA accredited university and two years professional experience appropriate to the position, or an equivalent combination of education and job related experience which provides the required knowledge, skills, and abilities.

Strong research and computer skills, familiarity with Novell LANs, intergrated library systems, word processing, file management and operating systems (DOS and Windows), considerable experience troubleshooting and maintaining computer hardware and software, knowledge of web page maintenance and the internet (FTP, TCP/IP, Email, Internet Browsers, and HTML). Knowledge of legal literature. A strong service orientation, electronic research experience, and good oral and communication skills.