

TITLE: Library Clerk, Collection Management Services

COMPANY: LA Law Library

FULL/PART TIME: Full Time

SCHEDULE: 8AM – 4:45PM, Monday-Friday

SALARY: Commensurate with experience plus excellent benefits.

ABOUT LA LAW LIBRARY

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents -- including one of the nation's largest foreign and international law collections, LA Law Library serves as a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 50 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

POSITION INFORMATION

The LA Law Library is currently seeking a Library Clerk within its Collection Management Services (CMS) department. This position is responsible for processing library materials in all formats in a timely fashion; performs clerical tasks on record management in Collection Management Services. Candidate must be detail oriented with strong organizational skills.

RESPONSIBILITIES AND DUTIES:

Assists Collection Maintenance Supervisor with CMS record management; processing library materials; and managing supplies:

- Processes library materials in all formats, such as print, audio, visual, CD-ROMs, and DVDs, etc., to be shelf-ready, including labeling, property-stamping, targeting, and barcoding
- Applies appropriate binding treatment to unbound materials under supervision
- Performs repairs on damaged items and follows preservation standards
- Checks shelves or pulls materials as instructed
- Maintains and organizes materials in the Duplicates collection
- Manages and fulfills supplies requests for CMS staff
- Provides backup coverage for Mailroom activities

Assists Serials and Acquisitions staff with record management, serials check-ins, and replacement orders:

- Routinely searches various databases such as local Integrated Library System (ILS), bibliographic databases, and publishers web sites
- Creates and receives routine orders and invoices
- Searches the Duplicates collection when replacements are needed
- Works closely with CMS staff in problem solving missing pages, etc.
- Manages replacement page requests, by ordering, claiming, and fulfilling

- Orders and maintains files on replacement pages and binders
- Checks-in designated materials in the local ILS, and claims skipped issues
- Creates simple invoices in the local ILS
- Updates local ILS records such as item, holdings and bibliographic records under supervision
- Files various records such as correspondence, invoices, etc.
- Searches invoices to assist in problem solving account statements
- Processes and files GPO materials
- Other assignments as needed

POSITION QUALIFICATIONS:

Required

- High school diploma or GED minimum requirement
- One to three years of library work experience or general office environment experience
- Work in a team environment with diverse staff
- Read and interpret procedures
- Communicate effectively with vendors and staff
- Operate proficiently general office and library equipment including personal computer and software programs typically associated with library operations
- Demonstrate an aptitude for complex, analytical, detailed work
- Understand the Library filing system in order to effectively sort, organize, alphabetize, and file

Preferred

- 2+ years previous experience in a law library or law firm and associate degree

WORK ENVIRONMENT

Will be working in a busy office environment.

PHYSICAL ABILITIES REQUIRED

- Ability to push, pull and/or lift up to 50 lbs.
- May require bending, stooping, reaching, twisting and crawling.
- Some exposure to adverse environmental conditions such as dust and/or odors.
- Sitting at a desk: short time, 15 minutes and/or medium, 15-45 min. on a regular basis; on rare occasions, to complete complex projects or tasks, long periods of 45+ min. may be required.

BENEFITS

LA Law Library currently offers a comprehensive benefits package including California Public Employees Retirement System (pension program), choice of 10 medical insurance plans, dental and vision insurance plans, paid leave accruals, 13 paid holidays, life and long-term disability insurance, 457 Deferred Compensation plan, Flexible Spending Account (FSA); as well as a transportation allowance/reimbursement program for using public transit or free parking if you drive.

EQUAL OPPORTUNITY EMPLOYER

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual

orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

To apply for this position, please send a resume and cover letter to Careers258@lalawlibrary.org. To view other job openings please visit our website at www.lalawlibrary.org/CAREERS.