



# THE PUBLIC LAW LIBRARY OF KING COUNTY

*“Without Access to Information, There Is No Justice”*

<b>Position</b>	<b>Legal and Reference Services Associate</b>		
<b>Location</b>	King County Courthouse: Primarily Seattle -- occasionally Kent		
<b>Starting Salary</b>	\$55,000	<b>Salary Range</b>	\$55,000 - \$75,000
<b>Hours</b>	Full time (37.5 hour work week)	<b>Status</b>	Exempt

## Job Summary

Creates innovative systems to develop, market, and deliver legal information & services in a variety of formats and platforms. Provides excellent legal reference service.

## Principal Job Functions

### Legal Services

- Develops, and keeps current, self-help form packets for civil legal issues
- Stays current on best practices and emerging technologies for delivering self-help legal services across a variety of formats and platforms
- Develops and maintains relationships with other attorneys and legal services organizations to determine areas of need, to pursue partnership opportunities, and to solicit feedback
- Develops and implements marketing plan for law library's self-help legal services
- Participates in the Self-Represented Litigant (SRL) workshop series as a content developer, presenter, and lead administrator. Lead member of SRL workshop series working group
- Develops a system to collect, maintain, and analyze statistics for the law library's self-help legal services offerings

### Reference Services

- Covers daily shifts on the reference desk, answering questions in person or via telephone or email
- Fulfills "Let Us Do Your Research" requests as assigned
- Develops and presents CLEs on current legal topics for attorneys and workshops for SRL audiences
- Creates, maintains, and revises research materials on our website

## Additional Job Functions

### Innovation

Seeks out challenges and finds opportunities for innovative solutions. Challenges the status quo and looks for creative alternatives. Keeps abreast of emerging ideas in the creation and delivery of law and reference services. Seeks scalable methods to implement emerging trends with limited budget. Able to recognize mistakes and learn from them.

### Communication

Communicates directly, effectively, and respectfully. Presents ideas in a clear and cogent way and is open to competing ideas. Is mindful of tenor and tone of communications and effect on others.

### Personal Responsibility

Takes personal responsibility for projects and sees them through to completion. Able to create management systems to ensure that projects are completed on time and successfully. Actively seeks opportunities for skills advancement. Lives up to commitments. Timely in day to day attendance and in responding to internal and external communications.

**Service**

Committed to highest caliber service to patrons, colleagues, and partners. Values access to justice and equity principles. Seeks to further the law library's mission, "Without access to information, there is no justice." At all times, presents oneself as an ambassador for the law library.

**Collegiality**

Values collaboration and demonstrates flexibility and cooperation in team-oriented projects. Understands the importance of kindness in interactions with patrons, colleagues, and partners.

**Job Qualifications & Requirements****Education**

- Juris Doctor from an ABA accredited law school or equivalent legal experience.

**Experience**

- Significant legal research experience (especially Washington law)
- Legal form drafting (especially Washington law)
- Experience working with self-represented litigants, access to justice communities, or other legal aid organizations
- Experience using an integrated library system (preferably Koha)
- Experience creating and distributing marketing materials such as brochures, articles, and web materials
- Demonstrated advanced writing skills with ability to calibrate to audiences ranging from seasoned attorneys to those with limited comprehension proficiency

**Skills**

- Strong knowledge of Washington Civil Procedure
- Creativity and problem solving abilities
- Advanced proficiency with the Microsoft Office suite of tools
- Advanced proficiency with website maintenance (preferably WordPress)
- Experience creating surveys and assessment tools and producing actionable products from the results

**Additional Responsibilities**

- Must be able to travel to Kent a minimum of two times per month
- May be required to work outside of normal library hours at workshops, special events, networking, and outreach functions
- Must be able to perform additional responsibilities and duties as assigned

**How to Apply**

To apply please submit a resume, cover letter, and three references to:

Rick Stroup, Assistant Director  
Public Law Library of King County  
[rick.stroup@kingcounty.gov](mailto:rick.stroup@kingcounty.gov)

Application review will begin on July 10, 2018 and will continue on a rolling basis with priority given to applications received by August 10, 2018.

The Public Law Library of King County is an Equal Opportunity Employer.