



KING COUNTY LAW LIBRARY

“Without Access to Information, There Is No Justice”

Position	Outreach Services Associate		
Location	King County Courthouse: Primarily Seattle -- occasionally Kent		
Starting Salary	\$50,000 - \$55,000 DOE	Salary Range	\$50,000 - \$75,000
Hours	Full time (37.5 hour work week)	Status	Exempt

Job Summary

This is a truly unique and exciting opportunity to make an impact. This position will play a pivotal role as the law library re-imagines the public approach to our legal services. The successful candidate will create innovative systems to develop, deliver, organize, and market legal information & services.

Principal Job Functions

Reference Outreach Services

- Covers daily shifts on the reference desk, answering questions in person or via telephone or email
- Revitalizes, organizes, and maintains website functionality for SRL (self-represented litigant) and attorney audiences
- Develops innovative marketing plans for creating and disseminating regular current awareness resources for attorneys, the judiciary, and SRL audiences via newsletters and social media.
- Employs emerging technologies for delivering legal information across a variety of formats and platforms including video, info-graphics, and web design.

Legal Outreach Services

- Participates in the Self-Represented Litigant (SRL) workshop series as a content developer, administrator, and organizer. Strategic member of SRL workshop series working group
- Develops and maintains relationships with community partners and legal services organizations to determine areas of need, pursue partnership opportunities, and solicit feedback
- Develops and presents workshops on current legal topics for SRL and attorney audiences
- Assists with developing and vetting self-help packets for SRLs.

Additional Job Functions

Innovation

We're seeking someone who enjoys finding opportunities for entrepreneurial solutions. Someone who 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 within a limited budget; and is 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

Employs personal management systems to ensure 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, or MLS, or other related degree with a strong interest in the law and serving the public.

Experience

- Experience creating and organizing digital content including videos, infographics, and websites
- Experience creating and distributing marketing materials such as newsletters and social media content.
- Demonstrated advanced writing skills with ability to calibrate to audiences ranging from seasoned attorneys to those with limited comprehension proficiency
- Experience with website organization and maintenance (preferably WordPress)
- Familiarity with legal research and forms (preferably Washington law)
- Experience (or strong interest in) working with self-represented litigants, access to justice communities, or other legal aid organizations

Skills

- Experience (or strong interest in) informatics and novel ways of conveying complex ideas
- Proficiency with the Microsoft Office suite of tools
- Experience navigating a library catalog (preferably Koha)
- Experience (or strong interest in) working with open source software
- Experience (or strong interest in) graphic design and video/ audio production and editing

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:

Sean Powers, Educational Technology Librarian
King County Law Library
sean.powers@kingcounty.gov

Application review will begin on November 22, 2019 and will continue on a rolling basis with priority given to applications received by December 20, 2019. The King County Law Library is an Equal Opportunity Employer.