



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	\$65,000 - \$70,000 DOE	Retirement	PERS 2 - Pension
Hours	Full time (35-hours)	Status	Exempt

Job Summary

A truly unique and exciting opportunity to make an impact. This position plays a pivotal role as the law library re-imagines the public approach to our legal services. The successful candidate will create and maintain 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, via telephone, or email.
- Develops innovative marketing tools for disseminating current awareness resources to attorneys, the judiciary, and SRL (self-represented litigant) audiences.
- Uses emerging technologies for delivering legal information across a variety of formats and platforms including video, infographics, and web design.
- Revitalizes, organizes, and maintains web tools for SRL and attorney audiences.

Legal Outreach Services

- 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.
- Manages the Family Law Forms Drafting Lab
- Revitalizes the Self-Represented Litigant Workshop series as administrator and facilitator. Recruits volunteer attorneys for SRL workshops.
- 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

Utilizes 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 (or strong interest) with legal research and forms (preferably Washington law)
- Experience (or strong interest) working with self-represented litigants, access to justice communities, or other legal aid organizations.
- Experience creating and organizing digital content including videos, infographics, and web tools.
- Experience creating and distributing marketing materials such as newsletters and social media content.
- Experience (or strong interest in) informatics and novel ways of conveying complex ideas.

Skills

- Demonstrated advanced writing skills with ability to calibrate to audiences ranging from seasoned attorneys to those with limited comprehension proficiency.
- Advanced proficiency with the Microsoft Office suite of tools and Adobe Acrobat Pro
- Experience (or strong interest in) 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

Benefits

- 35-hour work week
- King County Medical and Dental Coverage Plan
- Participation in Washington State Retirement Pension System
- 12 vacation days, 12 sick days, and 2 personal days in first year

How to Apply

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

Tamara Hayes, Technical Services Librarian
King County Law Library
tamara.hayes@kingcounty.gov

Application review will begin on March 1, 2024, and will continue on a rolling basis with priority given to applications received by March 22, 2024. The King County Law Library is an Equal Opportunity Employer.