



## Reference & Electronic Services Librarian

### Wisconsin State Law Library

### Wisconsin Court System

The Wisconsin State Law Library is seeking candidates for the position of **Reference & Electronic Services Librarian**. This position provides research and reference assistance to judges, court staff, attorneys, paralegals and pro-se litigants via in-person, phone and email. This position also ensures access to the library's electronic databases, public computers and wireless network, working with CCAP to facilitate necessary updates and security of the public computers at the Wisconsin State Law Library, the Milwaukee County Law Library (MCLL), and the Dane County Law Library (DCLL)

**LOCATION:** Madison, WI. Certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit.

**SALARY:** Starting salary will be in the range of \$50,034 to \$60,541 annually, including a State of Wisconsin benefits package.

#### RESPONSIBILITIES:

1) Provide research and reference assistance to library patrons (judges, court staff, attorneys, paralegals, pro-se litigants). 2) Facilitate access to electronic databases, public computers and wireless network at the State Law Library and two branch libraries (MCLL and DCLL). 3) Contribute to library publications, outreach and training efforts as assigned. 4) Participate in professional activities and continuing education.

#### QUALIFICATIONS:

**REQUIRED:** 1) Education or experience (2-3 yrs) equivalent to a Master's Degree in Library and Information Studies, legal studies or law related field. 2) Excellent knowledge and experience with research tools, in print and electronic format. 3) Skills in customer service, interpersonal communication, reference interview techniques, written and oral communication. 4) Internet research skills with advanced knowledge of search engines and browser software. 5) Skills in computer-technology including problem-solving, trouble-shooting, and assisting adult users with computer assisted research.

**PREFERRED:** 6) Master's Degree in Library and Information Studies from an accredited school. 7) Good knowledge of legislative and administrative law and research with an emphasis on Wisconsin law. 8) Legal research skills using print and electronic sources such as case law digests, legal treatises, ALR, Am Jur, CJS, Westlaw, Lexis, PACER. 9) Experience working with pro-se litigants or legal professionals to determine information needs. 10) Basic understanding of HTML and webpage editing. 11) Excellent knowledge of library computer security policies and software.

#### SPECIAL REQUIREMENTS:

1.) Employment will require a criminal background check.

#### TO APPLY:

Please submit a cover letter and resume in a single PDF document with the email subject line **#24-2430 Reference & Electronic Services Librarian** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should showcase your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these application directions may result in your disqualification.

#### DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on July 7, 2024. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system, visit our website at [www.wicourts.gov](http://www.wicourts.gov).

Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**