



## Library Technician

The Law Society of Newfoundland and Labrador Law Library, a collection and reference service which supports the research needs of the legal profession, is seeking a Library Technician to assist in maintaining its extensive resources. The position will include responsibility for updating the Law Society website, assisting with Continuing Legal Education Seminars (CLE's), and serve as the point of first contact for Members and visitors to the Law Society.

### **DUTIES:**

Working as part of a team, the successful candidate will assist the Law Librarian in managing the Law Library collections and services; maintain the Law Society website; track subscriptions and resolve issues with publishers and other suppliers; perform circulation duties; trouble shoot Law Society and Law Library computers; manage passwords and other networking issues; assist in implementing new technologies to provide exemplary information and research services; work to deadlines in posting changes to Law Society website; provide technical support for Continuing Legal Education Seminars; and other duties.

### **QUALIFICATIONS:**

- Post-Secondary education and a Library Technician diploma from a recognized educational institution
- accuracy and attention to detail is essential; strong computer knowledge; understanding of website development and management; excellent interpersonal, organizational and multitasking skills; knowledge of WordPress would be an asset
- a minimum of three years of library experience preferred.

The Law Society offers competitive compensation and benefit programs.

To apply in confidence, please provide a resume and cover letter by 5:00 p.m. on March 16, 2018 to [recruitment@lawsociety.nf.ca](mailto:recruitment@lawsociety.nf.ca). For more information about the Law Society Law Library please refer to our website at [www.lawsociety.nf.ca/library/](http://www.lawsociety.nf.ca/library/)