

Union County Board of Commissioners' Office Employment Opportunity

Job Title: Law Librarian
Open Date: September 25, 2017
Close Date: October 13, 2017
Pay Range: \$32,884.80 - \$46,030.40 (DOQ)
Location: Union County Government Building
128 South Main Street, Suite 114
Marysville, OH 43040



The Union County Law Library Resources Board is seeking an experienced research and reference services professional to fill this full-time position. Under administrative direction, the Law Librarian oversees and is responsible for all functions of the County's law library (e.g. collection development, purchasing materials, inventory, notary services, etc.). Primary duties include developing and recommending policies and procedures, administering the library budget, provides legal resources for all county offices, maintaining inventory and cataloguing the library properly. Submits quarterly financial statements and other reports to the Library Board. Administers notary exams, sells notary packets, renews notary commissions, and notarizes various documents for County offices. Researches and monitors legislative and regulatory issues that may affect the County. Provides support to the Union County Archivist. Assists the public with general inquiries and research questions, as needed, and provides exceptional customer service to internal and external customers.

Qualifications: Completion of Bachelor's degree in a field related to library science or information resources; or an equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Preferred experience that demonstrates proficiency in public records, electronic journals, Microsoft Office, and skilled use of research programs such as Westlaw and Lexis/Nexis. Excellent communication, organization, and research skills required.

Benefits: This is an unclassified, exempt position. This position is eligible for a full range of insurance benefits, paid holidays, sick leave accrual upon employment, vacation after one (1) year of service (annual accrual based on actual hours worked), and a pension package through the Ohio Public Employee Retirement System (OPERS). Credit for prior qualifying public sector service may also be granted (in accordance with established rules and guidelines).

How to Apply: Submit resume, cover letter and Union County Employment Application to employment@co.union.oh.us by **October 13, 2017** with subject line "Law Librarian." Visit www.co.union.oh.us to download employment application (under Services, Human Resources, Employment). Application materials may also be mailed or hand delivered to:

Union County Board of Commissioners
Attn: Human Resources Dept.
233 West Sixth Street
Marysville, OH 43040

Deadline: All application materials must be submitted no later than **October 13, 2017**.

Union County, Ohio is an equal opportunity employer.