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**KANSAS JUDICIAL BRANCH
NOTICE OF EMPLOYMENT OPPORTUNITY**

Date: January 22, 2020

Location of Employment: **Supreme Court Law Library**
Kansas Judicial Center
301 W. 10th St.
Topeka, KS 66612

Classification and Salary: **Librarian I**
\$42,973 starting annual salary

Job Duties: This is professional library work. Work involves responsibility for performing a wide range of professional library tasks. Work is performed under the general supervision of the Librarian II and is reviewed through conferences and on the basis of results achieved.

Examples of Work Performed: Assists judicial staff, attorneys, law clerks and the public in locating needed information either manually or through the use of computer technologies. Participates in the supplementing, updating, and maintenance of law library collection. Serves as acquisitions librarian. Responsible for uploading e-briefs to the West Data Capture System. Prepares lists of court related articles of interest from legal periodicals for distribution to judicial offices and for posting on the court website. Makes interlibrary loan requests. Prepares and assembles materials for binding. Performs related work as required.

Required Education and Experience: Graduation from an accredited four-year college or university supplemented by a master's degree in library science.

Desired Experience: Working with automated library catalog systems such as Innovative Interfaces or similar system.

Knowledge, Abilities and Skills: Knowledge of professional principles, practices, procedures, and techniques of library science and legal research. Knowledge of the general subject matter of a variety of professional, scientific, and general areas of reading material. Knowledge of the field of legal literature. Knowledge of library computer technologies and their application, including knowledge of automated library catalog library systems. Ability to conduct moderately complex legal research. Ability to communicate ideas effectively orally and in writing. Ability to establish and maintain effective relationships with associates, patrons, and the public.

Send Application and Resume to: Allyson Christman
Office of Judicial Administration
Kansas Judicial Branch
301 W. 10th St., Rm. 337
Topeka, KS 66612

Judicial Branch Application: <http://www.kscourts.org/pdf/application.pdf>

Application Deadline: Until Filled

The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunities for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch. Please contact Elizabeth Reimer at 785-296-5309.

THE KANSAS JUDICIAL BRANCH IS AN EEO/AA EMPLOYER