**FRANKLIN COUNTY LAW LIBRARY RESOURCES BOARD**
**POSITION ANNOUNCEMENT**

**PUBLIC SERVICES LIBRARIAN**
**SALARY RANGE $40,000.00 - $50,000.00**
**POSTED DATE: November 21, 2014**
**APPLICATION DEADLINE: December 8, 2014**

The Franklin County Law Library is searching for a Public Services Librarian to assist in all aspects of the daily operation of the Law Library.

**The duties of the Public Services Librarian include, but are not limited to:**

Serve as circulation clerk with duties that include supply ordering, copier maintenance, and computer lab maintenance.

Serve as back up reference librarian at least 10 hours a week.

Assist with other library duties as needed, including serving as notary public and coordinating recycling.

Required to work Monday – Friday 8:30 am – 5:00 pm

**Qualifications**

A master's degree in Library Science and/or a juris doctorate is preferred; or equivalent combination of education and experience.

**Franklin County Employee Benefits**

Major medical, dental and vision. $50,000.00 of life insurance included. Supplemental life insurance available. Membership in the Public Employee Retirement System of Ohio. Ohio Deferred Compensation plan is available. 10 paid holidays, 3 personal days per year and vacation accrued based upon years of service in PERS.

Interested candidates should send a cover letter, resume, and three references to the following address:

Angela Baldree
Director
Franklin County Law Library
369 South High St., 10th Floor
Columbus, OH 43215
**or email to abaldree@franklincountyohio.gov**
Correspondence must be received by December 8, 2014.

**Job Duties**
**Public Services Librarian**

**Hours: 8:30 am – 5:00 pm** **Lunch: 1:00 pm – 2:00 pm**
**Dedicated Project Hours Per Week: 8**

- Front Desk Duties
    - Check books in and out
    - Check in in-house books
    - Clear overdue fines
    - Register new library cards
    - Renew books
    - Shelve all books
    - Accept all fees
    - Answer phones
    - Maintain copy cards
    - Maintain form display area
    - Send and receive faxes
    - Sort and deliver incoming mail
- Reference Duties
    - Back up reference desk
- Supply Duties
    - Coordinate all supply orders
    - Coordinate supply and maintenance issues with copiers
    - Keep copiers and printers filled with paper
    - Keep staples, paperclip, pencils, scrap paper, etc. filled
- Miscellaneous Duties
    - Coordinate weekly recycling, including monthly newspaper disposal
    - Weekly computer cleaning
    - Filing of loose leaf materials
    - Notary Public
    - Other circulation projects as needed