Wood County Law Library Assistant
Under supervision of the Wood County Law Librarian, the Wood County Law Library Assistant will provide support work in receiving and preparing library materials for circulation to patrons, creating and maintaining records of library holdings and providing information to patrons. The work requires the knowledge of library tools and systems, methods, operations, and practices.

This may include, but is not limited to the following tasks:
- Assist in receiving, checking in, and cataloging new materials received
- Advise users requesting specific materials of receipt or availability
- Review shelves for missing or misplaced books, documents or other materials
- Assist in removing out of date materials
- Assist in providing reference services to users of print and online resources
- Re-shelve materials
- Assist in updating “pocket-parts” and other publications receiving revisions, corrections or updates
- Process mail; answer the phone
- Assist in researching, identifying or recommending additional library resource materials
- Attend meetings and training as required
- Perform other duties as assigned
- Fill in for the Law Librarian as needed (e.g. illness, vacation, professional leave)

Desired skills:

- Ability to assess, prioritize, and handle multiple tasks or projects
- Ability to establish and maintain effective relationships with co-workers, other County employees, attorneys, and the general public all of whom use the law library
- Ability to use computers and standard office applications
- Ability to use legal research resources, or the interest and ability to learn

At least two years of college education required; bachelor’s degree preferred. Library experience highly desirable.