Definition of Class
This is a professional position in which the incumbent has the responsibility of providing reference, interlibrary loan, research and instructional services to law students, law faculty and other law library patrons. Incumbent has the authority to exercise discretion and judgment in coordinating operational activities of the library including reference, circulation and interlibrary loan. Position reports to the Assistant Director, Law Library.

Examples of Work Performed
Assists patrons with research requests and answers reference inquiries using print and electronic resources.

Instructs patrons in the use of research tools, print resources and online databases.

Supervises routine interlibrary loan transactions performed by the Senior Library Clerk and student assistants.

Handles complex interlibrary loan requests.

Services document delivery requests from attorneys and law firms and maintains loan documentation, including forms, manuals, records, and reports.

Prepares and maintains reference guides, forms and manuals.

Hires, trains and supervises, and prepares Reference Desk work schedules for student reference assistants.

Instructs the legal research component of the Legal Research and Writing Course.

Collaborates with other librarians and instructors to design and revise content for the legal research component of the Legal Research and Writing course, required for all first year law students.

Prepares syllabus, selects assigned readings, and prepares assignments and grades tests.

Assists in maintaining law library's website and prepares assignments and grades tests.

Updates law library content on the law center's digital signage.

Identifies, evaluates, and demonstrates relevant new technologies, particularly law office and legal practice applications.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Provides reference, interlibrary loan, research and instructional services to law students, law faculty and other law library patrons.
2. Hires, trains and supervises the work of student reference assistants (law students), and the interlibrary loan duties of library clerk positions.

3. Instructs the legal research component of the Legal Research and Writing Course.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.

**Vision:** Requirements of this job include close vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand.

**Experience/Educational Requirements:**

**Education:**
Juris Doctor Degree from a law school accredited by the American Bar Association, or Master's Degree from an ALA accredited college or university in Library Science, or related field.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Rev. 04/01/2015

*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.*