

Job Description

Job Title: Law Librarian (023PSA)
Job ID: 1043126
Location: Edmonton
Full/Part Time: Full-Time
Regular/Temporary: Temporary

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Scope

Open competition

Closing Date

July 4, 2017

Classification

Program Services 3 - 023PSA

Ministry

Justice and Solicitor General

About Us

Alberta Law Libraries (ALL) is a Province-wide network of law libraries operating within Alberta Justice and Solicitor General, Resolution and Court Administration Services (RCAS) Division. The Libraries provide access to legal information resources and legal research services to the legal community (judiciary, crown prosecutors, lawyers, law students and court employees), other libraries and the public.

See also: www.lawlibrary.ab.ca

Role

Alberta Justice and Solicitor General, Edmonton - Are you a dynamic, innovative person with a passion for the best client experience? If so, Alberta Law Libraries has an opening for a Law Librarian in Edmonton, based in the Edmonton Law Courts, Legal Research and Training Centre (LRTC).

The Role

As a Law Librarian, you would:

- Be responsible for providing in-person and remote reference and research services to library users
- Provide personal and group training to library users and Government of Alberta and Alberta Courts employees on available resources
- Participate in the collection development process by recommending materials to be added or withdrawn from the collections
- Collect data, compile and submit reports and statistics for the Edmonton LRTC
- Assist in planning and policy development

- Assist in developing outreach initiatives and material for various stakeholders
- Work with your Alberta Law Libraries colleagues in the creation, delivery and assessment of information, research and training initiatives targeted to our various client groups

The Person

The ideal candidate will:

- Have knowledge of library principles, practices, procedures and trends
- Possess extensive knowledge of current, comprehensive and useful legal research tools - both electronic and print
- Demonstrate advanced research skills
- Have experience creating training materials
- Possess strong time-management skills
- Be described as energetic and have the ability to work under pressure
- Demonstrate a clear ability and strength in working independently
- Have excellent analytical, organizational, interpersonal, oral and written communication skills, and a customer-service orientation are essential

Qualifications

Masters in Library and Information Studies (MLS/MLIS) from an ALA accredited institution plus experience in providing legal research.

Salary

\$2,588.03 to \$3,394.66 bi-weekly

Notes

This is a Temporary full-time position for one year.

This competition may be used to fill future permanent and temporary full-time and part-time vacancies; candidates with lesser qualifications may be considered at a lower classification and salary. Final candidates will be required to undergo a security screening.

How to Apply

YOUR VALID E-MAIL ADDRESS AND THE JOB ID # MUST BE INCLUDED WITH YOUR APPLICATION. Please note Interview Invitations will be sent out by e-mail.

Online applications are preferred. *Please create your Profile using the same complete name that appears on your application/resume.* If you apply online, please ensure your cover letter, resume and any other related documents are submitted as ONE file and that you include the Job ID #. Please ensure that this document is saved using the naming convention of your lastname, then firstname (Smith,Joe_Resume) and that the document name is no more than 60 characters in length. **Applicants who apply online will be able to track the status of this competition.**

Please submit only ONE application. *Regrettably, due to the large volume of applications, we cannot confirm that our office has received application package.*

Applicants are advised to provide information that clearly and concisely demonstrates how their qualifications meet the advertised requirements, including education, experience and relevant examples of required competencies.

If you are UNABLE to apply online, please submit your cover letter and resume, quoting the Job ID # to Ms. Berni Holowach at Berni.Holowach@gov.ab.ca: Alberta Justice and Solicitor

General, Human Resources, John E. Brownlee Building, 10365-97 Street, 9th Floor,
Edmonton, Alberta T5J 3W7; Fax #: (780) 644-1395.

It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS) - <http://work.alberta.ca/immigration/international-qualifications-assessment-service.html> It is recommended that applicants include the assessment certificate from IQAS or any other educational assessment service as part of their application.

Closing Statement

We thank all applicants for their interest. All applications will be reviewed. Only the most suitable candidate(s) will be selected from this competition.

Please follow us on LinkedIn: <http://www.linkedin.com/company/government-of-alberta>

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