



NOVA SCOTIA
BARRISTERS' SOCIETY

Information Services Librarian

The Nova Scotia Barristers' Society is seeking a dynamic law librarian with a demonstrated commitment to service excellence.

Reporting to the Director of Library Services, you will provide legal reference and information services to a wide variety of clients within the legal profession, provide assistance in the management of Society information; promote and market the library's services through current awareness and creation of instructional guides; train staff in the delivery and promotion of quality service; and participate on appropriate committees. The successful candidate will be a team player with high level organizational, problem-solving, analytical and time-management skills. You will also have superior interpersonal and communication skills, a commitment to service excellence and the marketing of library services.

Qualifications:

- Applicants will hold a M.L.S. degree from an accredited library school and have at least five years experience performing reference work, preferably in a special library.
- The successful applicant will have a sound knowledge of information management principles, legal research materials and be adept at creating and using both hard copy and electronic-based resources.
- Energy, initiative, flexibility and an enthusiasm for public services work are essential. A demonstrated ability to work effectively with members of the legal profession.
- The ideal candidate will be completely comfortable in the fast paced legal environment, all aspects of legal research and have an understanding and experience in developing databases for desktop delivery.
- Driver's License or personal mobility to a degree normally associated with the possession of a driver's license. Willingness to travel occasionally.

Closing date: September 17, 2004

Librarians interested in applying for this position should submit a letter of application, curriculum vitae and the names of three references in writing to: **Glen Greencorn, Director of Finance and Administration, 1101-1645 Granville Street, Halifax, Nova Scotia, B3J 1X3 or by fax (902) 429-4869. Apply electronically to: ggreencorn@nsbs.org**

The Nova Scotia Barristers' Society thanks all applicants for their interest; however, only those candidates chosen for an interview will be contacted.

The Nova Scotia Barristers' Society is the body that regulates the practice of law within Nova Scotia in the public interest.