



## **Library Technician**

The Law Society of Newfoundland and Labrador Library, a collection and reference service which supports the research needs of the legal profession, is seeking a Library Technician to assist in maintaining its extensive resources. The position will include responsibility for updating Law Library and Law Society web pages.

### **DUTIES:**

Working as part of a team, the successful candidate will assist the Law Librarians in managing the Law Library collections and services; maintain the Law Society web page; track subscriptions and resolve issues with publishers and other suppliers; update order status in the online library catalogue; trouble shoot library computers; manage passwords and other networking issues; assist in implementing new technologies to provide exemplary information and research services; work to deadline in posting changes to Law Society web page, and other duties.

### **QUALIFICATIONS:**

A university degree or community college diploma; accuracy and attention to detail is essential; strong computer knowledge; understanding of website development and management; excellent interpersonal, organizational and multitasking skills; library experience preferred.

The Law Society offers competitive compensation and benefit programs.

To apply in confidence please provide a resume and cover letter by 5:00 p.m. on November 16, 2012 to [recruitment@lawsociety.nf.ca](mailto:recruitment@lawsociety.nf.ca). For more information about the Law Society Library please refer to our website at [www.lslibrary.ca](http://www.lslibrary.ca).