**Position title:** Library Assistant

**Department:** Member Services

**Reports to:** National Law Librarian

**Location:** Auckland

**About the Law Society**
The New Zealand Law Society | Te Kāhui Ture o Aotearoa is the professional body for barristers and solicitors in New Zealand. The Law Society regulates all lawyers practising in New Zealand and is the membership organisation for practising lawyers. With 13 branch offices throughout the country, the Law Society is the Kaitiaki (guardian) of the practise of law in Aotearoa New Zealand and the consumers of legal services.

**Position Purpose**
To assist in the provision of Library services for the benefit of local Law Society members and the wider Society.

The New Zealand Law Society Library is a private library serving the information needs of New Zealand legal practitioners. As part of the library team, the role of Library Assistant is to provide efficient, high quality library services to Law Society members and the wider Society, to contribute to the effective and efficient day to day operation of the library and to ensure that LINX database continues to be a current and authoritative NZ case law database

**Key Internal Relationships**

* NZLS Library staff, Auckland, Canterbury & Wellington
* Other NZLS staff

**Key External Relationships**

* Members and Associate Members of the NZLS
* Judiciary and Ministry of Justice (Courts) staff
* Law librarians and wider library community

**Accountabilities, Responsibilities and Performance Measures**

|  |  |
| --- | --- |
| **Accountabilities/Responsibilities** |  **Performance Measures** |
| **Library Accountabilities** * Assist practitioners, both in the library and on the telephone with basic reference questions

* Provide high quality document delivery
* Assist practitioners with utilising public access computers
* Assist in providing an efficient working environment
* Work closely with other library staff to support them in their work
* Maintain and develop knowledge and skill
* Provide assistance to librarians in the maintenance of collections of books, periodicals, magazines
 | * Competent customer service and reference interview practices are demonstrated, with lawyers being directed to resources or appropriate staff member as required
* Accurate and timely information is provided to practitioners and precise records of services provided are maintained
* Practitioners are given the opportunity to develop independent learning skills
* Ensure library equipment is functioningand the library is well maintained
* Maintain positive working relationships, demonstrating co-operation, courtesy and respect
* Undertake internal and external training identified as relevant to the role
* Achieved as required

  |
| **LINX database*** Assist with creating LINX database, including data entry of judgment and/or article records
* Assist with editing and maintenance of LINX database and its associated manuals
 | * Creation of accurate and timely LINX records
* Identification and amendment of errors
 |
| **Other duties*** All other duties as reasonably required by your manager.
 | * Achieved as required.
 |

**Qualifications, Skills, Knowledge and Experience**

To be effective in the position of **Library Assistant** you must have the following qualifications, knowledge, and experience:

* Tertiary qualification
* Experience working in a library or in the legal sector an advantage
* Ability to provide accurate research results under pressure to meet deadlines
* Ability to work collaboratively as part of the Library team, locally and nationally
* Excellent customer service
* High level accuracy and attention to detail
* Excellent oral and written communication skills
* Good keyboard skills and knowledge of computer applications