



**Position title:** Senior Library Assistant

**Department:** Member Services

**Reports to:** Law Librarian, Christchurch

**Location:** Christchurch

### **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. The purpose of the position of Senior 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
- National Law Librarian
- General Manager Representative Services and Strategy
- 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
- Legal publishers and suppliers

## Accountabilities, Responsibilities and Performance Measures

Accountabilities/Responsibilities	Performance Measures
<p><b>Library Accountabilities</b></p> <ul style="list-style-type: none"> <li>• Assist practitioners, both in the library and on the telephone with basic reference questions</li> <li>• Provide high quality document delivery</li> <li>• Assist practitioners with accessing hardcopy resources or using online resources via kiosks or BYOD</li> <li>• Assist in providing an efficient working environment</li> <li>• Work closely with other library staff to support them in their work</li> <li>• Maintain and develop knowledge and skill</li> </ul>	<ul style="list-style-type: none"> <li>• Competent customer service and reference interview practices are demonstrated, with lawyers being directed to resources or appropriate staff member as required</li> <li>• Accurate and timely information is provided to practitioners and precise records of services provided are maintained</li> <li>• Precise records of services provided are maintained</li> <li>• All information is dealt with in confidence</li> <li>• Practitioners are given the opportunity to develop independent learning skills</li> <li>• Demonstrate knowledge of hard copy and online legal resources and Library/office software applications</li> <li>• Ensure library equipment is functioning and the library is well maintained</li> <li>• Maintain positive working relationships, demonstrating co-operation, courtesy and respect</li> <li>• Undertake internal and external training identified as relevant to the role</li> <li>• Demonstrate knowledge of hard copy and online legal resources and Library/office software applications</li> </ul>
<p><b>LINX database</b></p> <ul style="list-style-type: none"> <li>• Assist with creating LINX database, including data entry of judgment and/or article records, as well as supervising and editing data entry records</li> <li>• Editing and maintenance of LINX database and its associated manuals</li> </ul>	<ul style="list-style-type: none"> <li>• Creation and loading of accurate and timely LINX records</li> <li>• Accurate and timely editing of data entry templates</li> <li>• Identification and amendment of errors</li> <li>• Judgment Data Entry Manual is strictly adhered to</li> <li>• Judgment and Journal Data Entry Manuals are maintained and amended as required</li> </ul>

<p><b>Library Collections</b></p> <ul style="list-style-type: none"> <li>• Assist in maintaining the Library collection of monographs and serials</li> <li>• Assist with performing original cataloguing, including classification and holdings information</li> <li>• Assist in managing the judgment collection</li> </ul>	<ul style="list-style-type: none"> <li>• New hardcopy material is processed accurately</li> <li>• Open Text serials and cataloguing module records are accurate and current</li> <li>• Holdings are added to Worldcat promptly</li> <li>• Library customers and staff are able to efficiently locate materials</li> <li>• Judgments are received, distributed and processed, accurately and promptly</li> <li>• Suppression issues are identified and edited</li> <li>• Missing judgments are noted and requested from the courts</li> </ul>
<p><b>Other duties</b></p> <ul style="list-style-type: none"> <li>• Manage supply of interloans to requesting libraries and request items from other libraries for practitioners using WorldCat</li> <li>• Assist in maintaining unstaffed lawyer's rooms</li> <li>• Provide training to other staff members</li> <li>• Provide administrative assistance as required</li> <li>• Support library projects as assigned</li> <li>• All other duties as reasonably required by your manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate records are maintained</li> <li>• A current list of reciprocal arrangements with both New Zealand and overseas libraries is maintained</li> <li>• Accurate invoices are created and invoices are approved as received</li> <li>• Regular visits are undertaken</li> <li>• Facilities are presentable and functional</li> <li>• Act as contact for local practitioner concerns</li> <li>• Staff are capable and competent with tasks they are assigned</li> <li>• Monitor and order Library supplies weekly, liaising effectively with suppliers</li> <li>• Maintain accurate records of staff and suppliers</li> <li>• Administer locker hire and door cards</li> <li>• Administer and maintain gowns for hire</li> <li>• Process Library door card applications accurately</li> <li>• As required</li> </ul>

**Safety and Wellbeing**

The incumbent is responsible for:

- My own health and safety and that of my colleagues
- Reporting of all incidents and near misses

**Qualifications, Skills, Knowledge and Experience**

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

- Tertiary Library qualification
- Experience working in a library
- Experience working in the legal sector is 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