



## POSITION OPENING

**POSTING DATE:** April 5, 2019  
**DEPARTMENT:** Courts  
**POSITION TITLE:** Law Librarian and Legal Self-Help Navigator  
**HOURS:** Full-Time (37.5 HR/WK)  
**GRADE:** 11  
**WAGE:** \$14.06 - \$17.59/HR

**APPLICATION DEADLINE:** April 30, 2019

Interested candidates should submit a resume and a County Employment application to:

Hon. Michael D. Risinger, Presiding Judge  
Tazewell County Courthouse  
342 Court Street  
Suite 102  
Pekin, Illinois 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> under "How Do I....?", "Apply For A Job."

Tazewell County is an Equal Opportunity Employer

## **Tazewell County**

### **Law Librarian and Legal Self-Help Center Navigator**

#### **Overview:**

The purpose of the Tazewell County Law Library/Self Help Center is to serve the public. It accomplishes this goal by providing an open and efficient system of access to the Library's collections and services for the judges, attorneys, and citizens of Tazewell County with the help of the Law Librarian and Legal Self-Help Center Navigator. A navigator is present daily to assist individuals with using the available correct and current information on Illinois law and court proceedings on the computer and through print resources.

**Responsibilities:** Include the following. Other duties may be assigned to meet business needs.

- Management and maintenance of the Law Library and Legal Self Help Center, including the removal and replacement, revision, update or supplement of printed materials received from vendors
- Works with court administrator and presiding judge to negotiate contracts with suppliers.
- Provide customer service to all patrons, including guidance, technical and user support on computer software
- Provide information for pro-se litigants regarding materials and resources available in the Law Library and Self-Help Center
- Acts as a liaison between self-represented litigants and the Circuit Clerk's office
- Offers guidance while taking the necessary precautions to neither provide nor allow the appearance of providing legal assistance or advice
- Provide referral information for individuals seeking legal services
- To collect and analyze statistics regarding Law Library and Legal Self Help Center usage
- Provide research assistance as requested by the judges serving in Tazewell County.

#### **Qualifications:**

- Computer knowledge and proficient on navigating through the internet and websites and Microsoft Office (Excel and Word).
- Knowledge of the Courts and legal definitions.
- Proficient in Westlaw.

*The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*

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