



## **Supreme Court of New Mexico Law Librarian 1**

**Opening Date: 11-10-2021 – Close Date: When Filled**

Job Pay Range: JJ \$22.313-\$36.258 per hour

Target Pay Range/Rate: \$28.309 per hour

Prospectively, the New Mexico Judicial Branch is requiring full COVID-19 vaccination status as a condition of employment to being hired into the judiciary. Fully vaccinated means two weeks beyond the second Moderna or Pfizer vaccination or single dose of the Johnson and Johnson vaccination, and if eligible, must have received the COVID-19 Booster.

The New Mexico Supreme Court Law Library is recruiting for a full-time, at-will Law Librarian 1 (U) #00000009-21600 position to work in the historic Supreme Court Building located in downtown Santa Fe, New Mexico.

### **GENERAL STATEMENT OF DUTIES**

Acting under general supervision provide administrative assistance, customer services, technical support and training to the public and the courts of the state of New Mexico. Primary duties include technical services such as collection maintenance, cataloging, processing, preservation, and related work, as well as reference and circulation patron services.

### **SUMMARY:**

Provide administrative assistance, customer service, technical support and training to the public and judicial patrons of the Supreme Court Law Library. Respond to correspondence, emails, telephone calls, and in-person information requests from pro se litigants, inmates, attorneys, judges, court staff, government employees, and members of the public. Prepare materials and make presentations for library tours, training, and outreach. Organize and maintain library collections, perform cataloging and processing of all materials.

### **QUALIFICATIONS**

#### **Education:**

Master's Degree in Library Science from an ALA-accredited college or university.

**Experience:**

Experience: Two (2) years library experience, of which one (1) year must have been in reference, oversight of government documents, cataloging, or providing library technical services.

**GENERAL STATEMENT OF COMPETENCIES**

The successful candidate will be a person of high ethical standards who will bring a service-first orientation to the New Mexico Supreme Court Law Library. The successful candidate will have effective verbal and written communication skills, the ability to know when to seek assistance, to accept constructive criticism and guidance, to learn quickly and retain information, to work in a collaborative, courteous, diligent, timely, and organized manner, and to provide prompt and courteous service to all library patrons. The ability to maintain confidentiality and discretion is imperative, as is the ability to provide reference assistance and legal information to the public without giving legal advice. The ability to respond to multiple demands under short deadlines in a thorough and professional manner is essential.

For a detailed description of the job qualifications, duties, and application requirements, please visit the Careers webpage on the New Mexico Judiciary's website at <https://www.nmcourts.gov/careers/>.

Take a virtual tour of the Law Library at <https://lawlibrary.nmcourts.gov/tours/>.

**To Apply:** Please submit a Letter of Interest, a Resume, a short Writing Sample, Proof of Education, and a New Mexico Judicial Branch Application for Employment to:

NM Supreme Court

Attn: Agnes Szuber Wozniak

237 Don Gaspar, Rm. 30

Santa Fe, NM 87501

Applications may be emailed to [supasw@nmcourts.gov](mailto:supasw@nmcourts.gov)