



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:

- 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