



Branch Librarian - Milwaukee County Law Library (MCLL) State Law Librarian Wisconsin Court System

The Milwaukee County Law Library is seeking a **Branch Librarian** to lead an exceptional group dedicated to providing professional expertise and facilitating equal access to the law. Under the general guidance of the State Law Librarian, the Branch Librarian for the Milwaukee County Law Library (MCLL) provides reference and research assistance to library users; manages the day-to-day operations of the Milwaukee County Law Library; supervises and directs library staff; develops relationships at the Milwaukee County Courthouse and provides outreach to the community.

LOCATION: Milwaukee, WI

SALARY: \$51,035 - \$61,752 annually with a State of Wisconsin benefits package. Salary will be determined based on the selected candidate's qualifications and experience.

RESPONSIBILITIES:

1) Provides reference and research assistance to library users including conducting reference interviews, maintaining comprehensive knowledge of legal research sources and services, and facilitating the public's access to legal information and court forms. 2) Manages the day-to-day operations of the library and supervises library staff. 3) Develops relationships at the Milwaukee County Courthouse and outreach to the community. 4) Participates in professional development opportunities.

QUALIFICATIONS:

1) Education or experience equivalent to a Master's Degree in Library and Information Studies or related field, preferably a Master's Degree in Library and Information Studies from an accredited school. 2) Knowledge of principles and techniques for strategic planning. 3) Knowledge of all facets of library organization and management. 4) Knowledge of principles of adult learning. 5) Skill in mentoring and guiding employees. 6) Skill in verbal and written communication. 7) Skill in the use of legal research systems, including Lexis and Westlaw. 8) Skill in the use of office software used in a library (e.g. Microsoft Word, Excel). 9) Ability to establish and maintain effective relationships with senior staff, co-workers, judges, attorneys, project teams, other courts staff, and the public. 10) Ability to organize and prioritize work and meet deadlines. 11) Ability to adapt and respond to changing work situations and environments. 12) 1 year of personnel management experience.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check. 2) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

TO APPLY:

Please submit a cover letter and resume in a **single .pdf document** indicating the position **#24-2457 Branch Librarian - MCLL** to human.resources@wicourts.gov. All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on November 17th, 2024. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at www.wicourts.gov.

Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.

EQUAL OPPORTUNITY and [E-VERIFY EMPLOYER](#)