

JOB DESCRIPTION FORM

Position title/number:	Library Technician (18500204)		
Classification:	General Division Level 2		
Roster:	Part-time (15 hours per week)		
Division:	Early Intervention Services		
Business Unit:	Early Intervention Services Management		
Reports to:	Librarian (18500205)		
Direct reports:	Nil	Office location:	Perth

Job Description

Assist in the provision of library services and legal information to the staff of Legal Aid Western Australia.

About us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- Client centred
- Integrity
- Making a difference
- Innovation
- Respect

Scope of Duties

Under the direction of the librarian, duties will include:

- Provision of the digital legislation service.
- Provision of current awareness services.
- Reference duties utilising both print and electronic resources.
- Assisting Library collection maintenance with responsibility for accessions, loans, loose-leaf filing, and the library catalogue decisions database.
- Assisting the Librarian with the promotion of Library services and resources.
- General responsibility for the library in the librarian's absence.
- Other library-based duties as required.

Selection Criteria

If any of the criteria below are in bold only those bold criteria must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods

Essential

- **Experience in working with, or knowledge of, legal materials particularly legislation and judgments.**
- Ability to perform a range of library-based tasks including collection maintenance, library promotion and current awareness services.
- Demonstrated ability in the use of library management systems.
- **Experience in reference work including familiarity with the use of online resources.**

Essential Core Competencies

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.

- Committed to the principles of social justice
- **Values people, partnership, and teamwork**
- Willingness to learn and share knowledge with others
- Outcome and service focused

Qualifications/Licences

- Australian Library and Information Association-recognised library technician qualification. (High Priority)