

Title: Internship Job Description
Division: Law Library, Nineteenth Judicial Circuit of Lake County, Illinois
Overview: Law Library Technology Intern

Law Library Technology Interns, under the general supervision of the Law Librarian; performs clerical work of moderate difficulty and of a responsible nature. The intern will be assigned clerical work requiring training and knowledge of specialized subject matter, which will frequently involve the exercise of independent judgment. This work will require the operation of computers and other office equipment, answering inquiries involving information or services provided by the Library or the Courts, and the processing of library materials.

An internship in the Law Library would afford an intern the opportunity to gain invaluable insight into the fundamental operations of a library. These operations include both reference work and the preparation and cataloging of materials. An intern will also gain valuable skills in all areas of legal research; ranging from a through knowledge of the various primary and secondary legal resources to a solid understanding of the latest electronic research tools in both the fields of law and general reference.

Nature of Work:

To provide the opportunity to learn, under supervisory guidance, the specific functions of a Library Technologist, including the principals of both cataloging and reference work. Other areas of learning include the basics of legal research, library automation, and how the state courts system operates. This position will also afford an intern to network with other law and public librarians.

Typical duties will include the following:

- Provide information to the public and court staff through, mail, email, in person, or by phone.
- Assist with basic reference questions.
- Perform basic cataloging tasks.
- Assist users in using law library technology.
- Ability to use fax machine, advanced photocopiers, VCR, and other office machines.
- Process and deliver mail and other documents.
- Receive and pay out cash for customer transactions.

Qualifications:

- Student enrolled in library professional or paraprofessional courses.
- Ability to adapt to new and rapidly changing environments.
- Mature, reliable, dependable individual able to relate to a variety of persons.
- Knowledge of computers.
- Basic knowledge of library operations.
- Work experience in an office setting.

Training:

On the job-training will be provided by Law Librarian, as well as opportunity to attend professional training seminars and vendor-sponsored training classes.

Supervision:

Ongoing supervision will be provided by Law Librarian and other experienced clerks.

Commitment:

Preferred commitment is a full semester of 13 weeks scheduled at 15-20 hours per week. Other hours per week can be arranged. This is an unpaid position with no benefits or travel reimbursement.

Evaluation:

Evaluations will take place on a regularly scheduled basis as Department and/or college/university requirements dictate. Consultation will be available from the immediate supervisor and/or the Internship Coordinator.