



Job Title: Kane County Law Library & Self-Help Legal Center Library Assistant

Full Time: 35 hours per week

Hours: Regular hours are Monday through Friday, 8:30am – 4:30pm. Occasional late shifts on Wednesdays until 7pm, and/or Thursdays until 7:30pm, and a rare Saturday may be required based on programming and staffing needs.

Salary: Dependent on level of education and experience. Minimum starting salary (no or limited higher education) \$20.88 per hour

Salary Step: If you are bi-lingual in Spanish

Benefits: Illinois Municipal Retirement Fund, medical insurance, 14 paid holidays, 7 sick/personal days, flexible work schedule (based on staffing needs), 2 weeks of vacation after the first year, employee discounts, tuition reimbursement program

Job summary:

The Kane County Law Library & Self Help Legal Center is seeking a welcoming, forward-facing, service-oriented individual with strong technology skills to assist self-represented litigants, the judiciary, attorneys, and court-users in their quest to effectively and efficiently participate in or learn about the legal system.

Essential duties include:

Assisting patrons with electronic filing of court documents (e-filing) and in attending remote (Zoom) court, recruiting and scheduling interpreters and volunteer attorneys for Law Library legal aid programs, answering telephone inquiries, retrieving, recording, processing, and shelving incoming library materials.

Required Skills and Qualifications:

Must be able to pass a criminal background check
Possess working knowledge of Microsoft Office Suite, including Outlook, Word, and Excel
Must have access to reliable transportation

Preferred Qualifications:

Work experience in a library setting, a Library Technical Assistant's degree (may be substituted with a minimum of 2+ years working in a library setting), or are working toward a Master's Degree in Library Science

You are the ideal candidate for this position if you:

Fully embrace a working environment that supports inclusion, diversity, equity, and collaboration; are able to maintain patron confidentiality; exhibit patience, tact, and empathy in assisting a wide constituency comprised of judges, attorneys, and self-represented litigants (some with limited English ability) including those who may be illiterate, indigent, or disruptive; are able to comfortably work in a courthouse with law enforcement personnel and in secure/locked facilities; are self-motivating; have the ability to diffuse and respond effectively to situations involving patron concerns; foster and maintain positive working relationships with employees and patrons; are adept at projecting a positive attitude and inspiring the same in others; and exhibit critical thinking skills with the ability to make decisions and take responsibility for your choices and actions.

To apply, please go to www.countyofkane.org under the Employment tab to complete the online application and EEO form, upload your cover letter, resume and references. Contact: Halle Cox, Director, Kane County Law Library & Self Help Legal Center CoxHalle@16thCircuit.IllinoisCourts.gov