

## **Library Technician**

At Stikeman Elliott, the Library and Information Services Department team is committed to ensuring that its users have access to a resource library that more than fulfills their needs and expectations, to offering a complete, relevant, reliable and pro-active research/reference service of the highest quality and, finally, to developing working tools and processes using the full potential of information technologies, always with a view to efficiency.

The Library and Information Services Department is currently looking for a candidate to fill the position of Library Technician.

## **Job Description**

Under the supervision of the Director of the Library and Information Services Department, the successful candidate will carry out various duties to assist all the members of the team in their daily responsibilities requiring technical duties as well as reference and clerical tasks.

The successful candidate will perform the following duties:

- classify and arrange books on shelves;
- process mail and enter data in the library management database (orders, periodicals, catalogue, etc.);
- arrange for inter-library loans;
- distribute publications and route periodicals;
- digitize materials for inclusion in the various databases of the firm's Intranet;
- up-date the library's Web page on the firm's Intranet;
- answer specific reference requests (send copies of jurisprudence, articles, etc.);
- perform general clerical work;
- participate in certain special projects; and
- perform other related duties.

## **Requirements**

The applicant must have a College Diploma in Information and Library Technologies and up to three years of experience, ideally in a professional environment. Bilingualism (French and English) is essential for these duties. The applicant must demonstrate professionalism, be well organized and able to manage a considerable volume of requests, have a good knowledge of basic software (Word, etc.), demonstrate an ability to learn to use legal research databases, be

able to work well as part of a team and, in particular, be committed to always providing excellent service to the user base. Knowledge of the legal and business field would be an asset.

Interested candidates should forward their application before December 21, 2012 to the attention of:

Cécile Anselmi  
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Human Resources Manager, Legal Assistants  
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