



## **MANITOBA LAW LIBRARY INC.**

The Manitoba Law Library (MLL), located in the Winnipeg Law Courts complex, is the law library for the legal profession in Manitoba. MLL is funded by the Law Society of Manitoba and supports its mandate to protect the public by ensuring lawyers have access to essential legal research tools. The library primarily serves lawyers but is also open to self-representing litigants and members of the public conducting legal research.

### **LIBRARY OFFICE ASSISTANT**

The Library Office Assistant serves as the frontline of service at the Manitoba Law Library.

#### **Duties:**

- Greet visitors and assist with their needs.
- Monitor a shared email account and respond to simple queries.
- Forward newsletters to the appropriate distribution groups.
- Review court decisions for accuracy and distribute to legal publishers, following procedures.
- Answer questions related to available resources, articles and case law using subscription and free databases.
- Retrieve documents from the Court Registry office.
- Locate, circulate and reshelve print resources.
- Update looseleaf titles by filing inserts.
- Draft content for the law library website; maintain the event listings.
- Liaise with Manitoba Justice staff as required.
- Assist with ongoing projects.
- Other duties as required.

This position reports directly to the Director of Legal Resources at the Manitoba Law Library Inc.

#### **Qualifications**

##### **Required:**

- Able to pass a criminal record check.
- Strong written and verbal command of the English language.
- Skillful use of the Microsoft Office suite of programs.

- Comfortable reading complex texts (i.e. case law and legislation).
- The ability to work independently.
- An interest in libraries and/or the legal profession.

**Preferred:**

- Experience in a legal environment.
- Experience using Wordpress or similar platforms
- Experience using social media in a business setting

**Education:** High School Diploma or equivalent. Post-secondary education would be an asset but is not required.

**Experience:** Minimum two years in an office or library setting.

Permanent, Continuing Position: 20-30 hours, 5 days per week

The Manitoba Law Library believes in supporting our team by offering a comprehensive compensation package including a competitive salary, pension, group benefits package, career development and training opportunities and a positive work-life balance philosophy.

We recognize that diverse opinions, abilities, identities, cultures and languages in our profession and workplace are a critical foundation to an effective and equitable society and encourage all qualified candidates to apply. The Manitoba Law Library Inc. welcomes applications from people with disabilities. Disability accommodations are available upon request.

**To Apply:**

Please submit a resume and cover letter by 5:00 p.m. CST, June 17, 2024 to:

Linda Fontaine (Miss/She/Her)  
Director of Legal Resources  
[lfontaine@lawsociety.mb.ca](mailto:lfontaine@lawsociety.mb.ca)

To learn more visit <https://lawlibrary.ca/>.

The Manitoba Law Library Inc. thanks all applicants for their interest. Please note that only those applicants selected for an interview will be contacted.