

Posted: November 21, 2022

## **NOTICE OF CAREER OPPORTUNITY**

### **Information Processing Librarian**

State Library  
Carroll Gartin Justice Building  
450 High Street  
Jackson, MS 39201

The State Library is seeking to fill the full-time position of Information Processing Librarian. The minimum qualifications and basic duties of this position are described below. The annual salary for this position will depend on qualifications and experience. This position includes various benefits such as health insurance under the state health plan, membership in the state retirement plan, additional insurance options available at the employee's expense, and paid state holidays.

Qualified persons should apply by letter with resume (with employment references) which must be received by December 22, 2022, and addressed to:

Stephen Parks  
State Librarian  
State Library  
P.O. Box 1040  
Jackson, MS 39215.  
601-359-3672  
Fax: 601-359-2912  
[sparks@courts.ms.gov](mailto:sparks@courts.ms.gov)

Email submissions are encouraged and preferred.

The Supreme Court of Mississippi and the State Library are equal opportunity employers.

Below is a job description for this position.

### **Information Processing Librarian**

#### Characteristics of Work:

This is professional library work with the responsibility of technical processing phase of library information. This person is the primary contact for the maintenance and distribution

of State Library, Supreme Court, and Court of Appeals legal materials. The Information Processing Librarian is under the direct supervision and administration of the State Librarian.

Examples of work:

Coordinates and supervises technical processing of serial publications and online cataloging for new library acquisitions.

Accounts for library shipments, checks in material, and distributes legal material to justices, judges, staff attorneys, and law clerks.

Manages the updating of the looseleaf and pocketpart books.

Processes the new statutes for the state codes and session law collections.

Assists daily with library circulation and reference desk duties.

Creates metadata for the Library's digital collection and serves as the Library's main contact with the Mississippi Digital Library.

Catalogs and processes government documents to assist with the Library's transition to becoming a Preservation Steward Library

Performs other duties as assigned by the State Librarian.

Minimum Qualifications:

A Bachelor's Degree and four (4) years of work experience as a librarian are required.

A Master of Library and Information Science Degree is preferred.