



Arkansas Supreme Court

POSITION ANNOUNCEMENT – LIBRARY TECHNICAL ASSISTANT

The Arkansas Supreme Court Library is located within the Justice Building, 625 Marshall Street, Little Rock. It provides legal information and research support to the judiciary, legal community, and general public. Public hours are 8:00 AM-4:30 PM, Monday-Friday. The library is staffed by three full-time employees: Library Director, Public Services Librarian, and Library Technical Assistant (LTA).

Requests are received by telephone, e-mail, Arkansas Judiciary website, and in person. Library staff may not offer legal advice, but may assist individuals to identify court records, primary research sources (legislation, statutes, judicial and administrative-agency decisions, rules, regulations), secondary research sources (journals, legal treatises), and alternative research methods. The library maintains print and digital research resources and belongs to the federal and Arkansas documents depository programs.

In addition to the main collection, library staff maintain smaller collections elsewhere within the building for use by court staff only, including nineteen judicial chambers and two Court of Appeals libraries.

Job Description

- Public Service Desk. During public hours of operation, the Public Service Desk is assigned, on a rotating basis, to one staff member who handles all communications and provides research help. As appropriate, LTA is supported here by Library Director and Public Services Librarian.
- Acquisitions. Process tangible receipts, *e.g.*, commercial purchases, federal and state depository selections, by updating e-catalog holdings and depository records, then labelling, shelving or delivering new items, and processing related superseded items to be archived or recycled.
- Shelf Maintenance. Handles standard shelf reading and related stack adjustment. Currently, an expedited need exists to substantially weed, shift, and relabel the main print collection.
- General. As assigned, LTA supports standard library operations and special projects.

Qualifications

The job is best suited to a friendly, confident, and well-spoken team-based person who can enjoy the courthouse setting, is comfortable working with the general public, and has talent for detail-oriented tasks. Ideal candidate will present academic training in both legal education and library/information sciences, plus law-library experience. Familiarity with substantive law, legal research methods, OCLC/WorldShare catalog management, Library of Congress classification, and federal/state depository library programs, or related work experience, is highly desirable.

Compensation

Pay Grade SGS07 (Pay Range: \$57,351 - \$84,879). This position reports to the Library Director.

Applicants should e-mail a cover letter and resume to shumeka.young@arcourts.gov. This position is available on January 1, 2026. Applications are welcome until the job is filled.