Building Nunavut Together
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GOVERNMENT OF NUNAVUT
EMPLOYMENT OPPORTUNITY

Title: Court Librarian
Department: Justice
Community: Iqaluit
Reference Number: 05-503889
Type of Employment: Term until Feb 1, 2019

Salary: $ 99,743.00 per annum, 37.5 hour/week
Northern Allowance: $ 15, 016.00 per annum
Union Status: Excluded
Housing: Subsidized Staff Housing is Available
Closing date: January 5, 2018 @ 12:00AM EST

This employment opportunity is open to all applicants.

The Court Librarian reports directly to the Director of Court services and works under the direction of the Senior Judge of the Nunavut Court of Justice. The Nunavut Court of Justice Law Library is located at the Nunavut Justice Centre in Iqaluit. The Nunavut Court of Justice Law Library provides effective and innovative access to legal information resources to a wide range of users within and outside the justice system in Nunavut. The library's services and collections anticipate and respond to the reference and research needs of its clients. Clients of the library include: Justices of the Nunavut Court of Justice and Nunavut Court of Appeal, Department of Justice staff, Crown prosecutors, legal aid lawyers, counsel from quasi-governmental organizations, private bar lawyers, other librarians, and the public. Clients may be in Iqaluit, in other Nunavut communities or outside of Nunavut.

The Court Librarian is responsible for acquisitions, expenditures, staffing and policy respecting the library, subject to the directions of the Director of Court Services and the Senior Judge. The Court Library Advisory Committee, which includes representatives of the judiciary, Law Society and public service, acts in an advisory capacity to the Court Librarian. In addition to the management and operation of the Library, the Court Librarian is responsible for the distribution of judgments of the Nunavut Court of Justice and Nunavut Court of Appeal. The Court Librarian subsequently organizes the written judgments and makes them available to the public. The incumbent is expected to work independently.

The candidate must have a working knowledge of law libraries and library management and library management principles including legal research techniques and reference interviewing skills, collection management systems, print and online legal materials and their uses, financial management principles and practices, cataloguing, classification, subject analysis and knowledge of international standards, cataloguing and classification practice in Canadian law libraries, library automation systems, structure and operation of the Canadian legal system and the courts, computer applications, including MS Office applications, Windows, communications software, web page design, Internet and Intranets, and basic IT troubleshooting for the law library. The Librarian must have the ability to work independently and must have excellent written communication skills.

The knowledge, skills, and abilities required for this job are usually obtained through a Master's Degree in Library Science (M.L.S.), or equivalent, from an American Library Association (ALA) – accredited university program, along with a minimum two years' experience as a librarian or a minimum one year experience as a law librarian.

Fluency in more than one of Nunavut's official languages is an asset.
Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit is an asset.

Term until February 1, 2019. Current Indeterminate Government of Nunavut employees that apply and are successful on this term position may be offered an internal transfer assignment for the duration of the term.

If you are interested in applying for this job, please email your cover letter and resume to GNHR@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit. Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.

CONTACT: Department of Finance, Government of Nunavut
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