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## NATIVE AMERICAN RIGHTS FUND

1506 BROADWAY, BOULDER, CO 80302

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### VACANCY ANNOUNCEMENT

- Position:** Law Librarian
- Location:** Native American Rights Fund (NARF)  
Boulder, Colorado
- Closing Date:** Open until filled with preference given to applications received by October 8, 2021.
- Description:** The Native American Rights Fund is a non-profit national Indian legal services organization representing Indian tribes, organizations, and individuals in Indian law matters of major significance. NARF's main office is in Boulder, Colorado, with additional offices in Washington, D.C. and Anchorage, Alaska. NARF is looking for a full time experienced Law Librarian responsible for providing general library services that support the mission of the National Indian Law Library (NIL), which includes supporting the legal work of NARF and the Indian law information needs of the general public. This position may be temporarily remote until conditions are safe to return to work at the Boulder, Colorado office. NARF is an Equal Opportunity Employer.
- Qualifications:** Required Qualifications: MLS/MLIS (or equivalent) and at least five years of experience in a law library or a JD. Knowledge of Indian law and Indian law resources and knowledge of digital publishing, digitization, and website content editing are preferred. American Indians, Alaska Natives, and Native Hawaiians are encouraged to apply. For full position description and qualifications, see our website: <https://www.narf.org/contact-us/join-team/>
- Salary & Benefits:** The salary range is \$75,508.00 to \$97,846.00 depending on experience and qualifications. Generous benefits package includes: health, dental, and vision insurance, 15 days of paid annual leave, 8 hours of paid sick leave per month, 6 weeks of paid parental leave and medical/disability leave within a rolling twelve-month period, 3% employer contribution to employee 401k plan after one year of service, group life insurance, accident insurance, and short-term and long term disability insurance.

**Application  
Procedure:**

Submit by email: a cover letter and resume to: Anne Lucke, Library Director, Native American Rights Fund, 1506 Broadway, Boulder, CO 80302, [nill@narf.org](mailto:nill@narf.org).

## **JOB DESCRIPTION**

**TITLE OF POSITION:** Law Librarian  
**DEPARTMENT:** National Indian Law Library (NILL)  
**REPORTS TO:** Library Director  
**FLSA STATUS:** Exempt

**SUMMARY:** The Law Librarian is responsible for providing general library services that support the mission of the National Indian Law Library (NILL), which includes supporting the legal work of the Native American Rights Fund (NARF) and the Indian law information needs of the general public.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Provides reference and in-depth research services to NARF attorneys and staff and the general public using print resources, legal and non-legal databases, and internet resources.
2. Delivers library outreach, training, and on-demand assistance to NARF attorneys and staff in the selection and use of resources; develops instructional materials for such resources.
3. Directs collection development for the Tribal Law Gateway. Initiates and maintains public relations between NILL and tribal leaders, attorneys and justices regarding NILL's Access to Tribal Law Project. Makes presentations to professional associations and other legal organizations and/or publishes articles to promote the project.
4. Updates and maintains content on the library's website, including research guides and subject matter pages.
5. Contributes to maintenance of the library catalog, cataloging of materials, and development of the unique NILL thesaurus and name authorities for the NILL collection.
6. Collaborates with library staff members to maintain print collection, circulate materials and locate and retrieve items from attorney offices.
7. Assists with the development and maintenance of technical policies and operating procedures for the library.
8. Participates as a member of an organization-wide team to review NARF's print case files and develop processes, procedures and controls around information and records.
9. Maintains a national network of peer contacts through membership in professional associations and attendance at professional conferences in order to ensure quick retrieval

of hard-to-find information.

10. Performs other duties as assigned by the Library Director.

**SUPERVISORY DUTIES:** Primary and shared responsibility for volunteers, interns and work-study students.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

1. MLS/MLIS (or equivalent) from an ALA-accredited institution.
2. 5+ years of experience in a law library or a JD from an ABA-accredited law school.
3. Proficient in Microsoft Office and other common computer applications; ability to quickly evaluate and learn and apply new software applications. Knowledge of Worldox or another document management system a plus.
4. Efficiency and depth of knowledge in using legal and non-legal print and electronic resources such as Westlaw Edge, HeinOnline, and ProQuest Legislative Insight.
5. Strong oral and written communication skills with attention to detail and excellent customer service skills, including a high comfort level interacting with a wide range of patrons.
6. Demonstrated ability to work both independently and collaboratively in a fast-paced environment.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:**

7. Knowledge of Indian law and Indian law resources.
8. Knowledge of digital publishing, digitization, and website content editing.
9. Knowledge of copyright laws and copyright as it applies to libraries.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.**