



Job Description –Spanish Language Reference Librarian

Effective date: 6/1/26

40 hours/week, from 8:00 a.m. to 5:00 p.m., M-F

Salary: \$5,600+/mo, DOQ
Contact: Jordan Blanton

Closing Date: Open until filled
Date Job Available: 6/1/26

OVERVIEW

The State Law Library is seeking a reference librarian at any stage of their career to join our team! We are looking for an applicant interested in research and customer service to help Spanish-speaking Texans learn about their legal rights. Experienced law librarians are welcome to apply, as are early career librarians wishing to build their reference skills while in graduate school. Salary will be commensurate with skills and experience.

For early career librarians, this position will allow students or recent graduates to build work experience and gain skills they can use as they embark on their professional careers. They will be given a thorough legal reference training course taught by the Library's Director. Upon completion, they will staff the reference desk for a daily shift and assist the other librarians with answering reference questions via email. They will work under the guidance of experienced reference librarians, including but not limited to the Director. Cross-training in other areas of the library will be available depending on their interests. Appropriate increases in responsibility and salary are available upon graduation from a library degree program.

This position has the opportunity for limited work-from-home scheduling after a six-month probationary period.

JOB RESPONSIBILITIES

As a member of the State Law Library team, serves as an information consultant to judicial and state agency staff and to the general public. SLL reference librarians play a critical role in increasing access to justice for Texas citizens by connecting patrons with information about their legal rights and referring them to resources for more assistance. The Spanish Language Reference Librarian will serve as a point of contact for Spanish-speaking Texans with questions about the law. This position will develop guides and online resources in Spanish identifying sources of legal information and assistance for those who prefer communicating in Spanish. They will perform outreach to organizations who assist Spanish-speaking Texans to promote awareness of our services. In cooperation with the Web Content team, they will consult on the Spanish translation of portions of our English website. This position will serve professional and self-represented patrons directly by email, telephone, and in person.

ESSENTIAL TASKS

Provides reference assistance in both English and Spanish in person, via email, or by telephone at scheduled hours.

Conducts in-depth research using primary and secondary sources.

Uses online circulation system to check materials in and out of the library.

Handles cash and credit card transactions for patrons.

Assists patrons with computers, printers, photocopiers, and scanners.

Assists in developing online research aids and creates instructional materials (FAQs, videos) for patrons using library resources remotely, in English and Spanish.

Performs other duties as assigned.



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MINIMUM QUALIFICATIONS

Fluency in Spanish and familiarity with Spanish legal terminology.
Completion or planned completion of a MLS program at a library school accredited by the American Library Association.
Knowledge of Microsoft Office software and practices, especially Outlook.
Excellent communication skills with a demonstrated ability to communicate effectively, both orally and in writing.
Ability to tailor communications based on patron's literacy level.
Experience providing reference services to the public.

PREFERRED QUALIFICATIONS

Customer service experience.
Experience searching records in Koha or another integrated library system (ILS).
Experience using and troubleshooting the OverDrive e-book platform.
Experience troubleshooting computer software and hardware.
Demonstrated interest in law librarianship as a career path.
Experience providing legal reference services to the public in a law library setting.
Translation experience in a professional setting.

APPLICATION PROCESS:

Apply online via [WorkInTexas](#). In addition to the basic application, please submit the following:

- A resume
- A statement of how you meet each of the minimum and preferred qualifications
- This questionnaire regarding your Spanish skills:
<https://www.surveymonkey.com/r/SpanishRefLibrarianSkills>
- The following writing samples in Spanish. Use of AI is not allowed:
 - Please write a sample email to a library patron who has asked the following question: "My lease ended and I moved out. The apartment did not have any damages, but my landlord kept all of my security deposit. Can he do that?"
Reference source: <https://guides.sll.texas.gov/landlord-tenant-law/security-deposit-refunds>
 - Sample FAQ in Spanish for the library's website explaining common law marriage. Please use our [English FAQ](#) and [LibGuide](#) on common law marriage as reference. Please review our [other legal FAQs](#) for guidance on length and contents.

The written materials are REQUIRED. Applicants will not be considered without them.
Completed paperwork may be dropped off in person. It can also be mailed, faxed or emailed to:

Jordan Blanton
PO Box 12367
Austin, TX 78711-2367

E-mail: jordan.blanton@sll.texas.gov
Fax: 512-463-1728

The State Law Library is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.



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In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Ms. Blanton.

Note:

According to the Military Crosswalk, there are no equivalent Military Occupation Specialty (MOS) codes for this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.