

# FASKEN

## KNOWLEDGE SERVICES TECHNICIAN

### **Your role:**

Working with the Knowledge Services team, this position supports the Firm's lawyers and staff with serials management, technical services, reference services, and circulation desk services. This position will also perform bibliographical research supporting collection development, and provide document delivery services as directed by the Knowledge Services Librarian.

### **Your ideal firm:**

You want to work for a firm that is dynamic and successful. A firm founded on teamwork that offers you support at every stage of your career. A firm that is not only steeped in tradition but one that keeps an eye on the future in order to be at the front of the pack. A firm that offers a strategic and business-minded approach to the practice of law while encouraging innovation and creativity. That firm is Fasken.

### **Your primary responsibilities:**

- Providing general current awareness for all Practice Groups through media and legislation monitoring.
- Handling serials check-in, processing, preparation and routing.
- Providing general maintenance of the physical and electronic library collection.
- Maintaining Knowledge Services' DB/Textworks database and web interface and creating new databases for Knowledge Services and other departments as needed.
- Ordering and purchasing of texts for the library and its patrons.
- Handling document delivery, case retrieval, articles, legislation and searches for known items.
- Resource management collection development collaboration.
- Managing the accurate and timely processing of all Knowledge Services invoices.
- Performing reference duties as assigned and providing back up for the Knowledge Services Librarian as needed.

### **You are successful because:**

- You are confident and comfortable in dealing with professionals and delivering a high level of customer service.
- You have excellent organizational, communication and diplomatic skills.
- You have an acute focus on detail and accuracy.
- You are thorough, meticulous, and detail-oriented.

### **Education and experience preferred:**

- Library and Information Technician diploma.
- Previous experience using Inmagic DB/Textworks, and Sharepoint software.
- Good working knowledge of Microsoft Office, PowerPoint and Excel.
- Previous experience in a similar position, preferably in a law firm would be considered an asset.

### **Your compensation:**

Fasken is dedicated to paying you in ways that reward your contributions and encourage your professional development. Our human resources team constantly works to ensure we're providing our personnel with competitive pay.

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**Your benefits:**

We offer a comprehensive salary and benefits package that is very competitive, together with opportunities for personal and professional growth. Our benefits include:

- A Health and Wellness Subsidy
- An Annual Education & Tuition Reimbursement
- Flexible Medical and Dental Benefits
- Short Term and Long Term Disability Insurance
- Personal Days
- Employee Assistance Program
- Paid Vacation and Sick Days
- Monetary Incentive for Employee Referrals
- Jeans Day on Friday
- Opportunities to give back to your community through firm initiatives
- An engaging firm culture that celebrates our hardworking and dedicated staff

**Your application:**

Candidates should submit a cover letter and resume by email to: Kayla Fenton, Manager, Human Resources: [kfenton@fasken.com](mailto:kfenton@fasken.com)

*We thank all applicants for their interest however only those under consideration will be contacted.*