

ASSISTANT LAW LIBRARIAN I/II

DEFINITION

Under general supervision, performs the full range of professional law library duties associated with maintaining and updating a law library collection, conducting research on a variety of projects, assisting library users with legal research and reference questions; performs related work as assigned.

CLASS CHARACTERISTICS

Assistant Law Librarian I is the entry level in the professional law librarian series. Initially under close supervision, incumbents learn about the legal references, sources, principles, and techniques of legal research. As experience is gained, there is greater independence of action. This class is alternately staffed with Assistant Law Librarian II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meet the qualifications of the higher level.

Assistant Law Librarian II is a journey-level class in the professional law librarian series. Incumbents perform professional work in connection with selecting, cataloging, and lending of library materials; assisting with legal research and reference questions; and conducting legal research. May provide work direction to lower level clerical and technical employees. This class is distinguished from the Law Librarian class in that the latter is responsible for directing the personnel and programs of a law library

EXAMPLES OF DUTIES (*illustrative only*)

- Instructs, trains, and assists justices, attorneys, externs, and other staff members in legal bibliography, manual, and computerized legal research.
- Conducts orientation tours for incoming staff.
- Performs all library operational procedures including the circulation control system; repairs, maintains, and preserves library materials, equipment, and computerized legal research tools; catalogues and indexes all library materials; coordinates interlibrary loans; and oversees government publications deposits.
- Prepares and distributes inventory, new acquisitions, and topical bibliography lists.
- Performs legal research; compiles legislative histories; checks new law review issues for written comments on recent decisions.

- Assists in monitoring developments and innovations in information technologies, such as the Internet and online databases.
- Participates in library budget activities, including invoice verification.

WORKING CONDITIONS

- May be required to work evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of professional law library work and the use of standard law library resources.
- Methods, techniques, and terminology of legal reference and research work.
- The operation of personal computers and the use of specified computer applications needed for legal reference and research, word processing, and spread sheets.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Instruct, train, and assist justices, attorneys, externs, and other staff members in library usage.
- Establish and maintain effective relationships with library users, co-workers, supervisors, and others contacted during the course of work.
- Perform difficult legal reference and research.
- Transport books and boxes of books weighing up to approximately 40 pounds.
- Work effectively as part of a team.
- Communicate effectively in English, orally and in writing.
- Operate personal computers and use specified computer applications for legal reference and research, word processing, and spreadsheets.

Licenses and Certificates:

None.

Education and Experience:

Assistant Law Librarian I. Equivalent to possession of a master's degree in library science from an American Library Association (ALA)-accredited institution, and two years of professional library experience.

Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

Equivalent to possession of a law degree and one year of professional library experience.

Assistant Law Librarian II. Equivalent to possession of a master's degree in library science from an ALA-accredited institution, and two years of professional law library experience.

Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

Equivalent to possession of a law degree and two years of professional law library experience.

OR

Two years as Assistant Law Librarian I with the Judicial Branch.