

LIBRARY TECHNICIAN I/II

DEFINITION

Under general supervision, performs technical, paraprofessional library work in the Administrative Office of the Courts' (AOC) Judicial Administration Library; performs related work as assigned.

CLASS CHARACTERISTICS

Library Technician I is the entry-level class in the paraprofessional library technician series. Initially under close supervision, incumbents learn about the duties and procedures uniquely associated with a research library. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Library Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency that meet the qualifications of the higher level.

Library Technician II is the journey-level class of this series, fully competent to perform the full range of library technician duties. Incumbents perform a variety of support tasks within well-defined standards; relieve the Judicial Administration Librarian of routine clerical duties; and provide assistance and support in the operation of the library.

EXAMPLES OF DUTIES (*illustrative only*)

- Coordinates library acquisition activity including preparing requisitions, maintaining order records, checking incoming orders against order records, verifying invoices, and following up with vendors for needed adjustments.
- Processes books and materials received by the library, including opening, logging, sorting, and distributing materials to the AOC staff; integrating new materials into the library collection; maintaining a statistical inventory of materials received daily; and updating distribution and routing lists.
- Provides assistance in the circulation of library materials and processes interlibrary loans.
- Answers directional and routine reference questions and refers other reference questions to the librarian.
- Maintains all library materials, including overseeing the preparation of materials for binding, filing loose-leaf updates and pocket parts, and shelving books and reference materials.
- Assists with the cataloging of library materials.
- Updates and maintains satellite libraries.
- Participates in implementation of automation software and equipment in the library.

- Conducts manual and computerized bibliographic research and uses a computer to enter data for cataloging records.
- Prepares and updates a variety of library reports, records, and manuals.
- Operates a variety of standard office and library equipment; orders and maintains office and library supplies.
- Transports books and boxes of books weighing up to approximately 40 pounds; moves, arranges, and rearranges shelves of books.

WORKING CONDITIONS

- May be required to work overtime and on weekends and holidays.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Practices and procedures of the operation of a research library and use of standard library resources.
- The basic principles and techniques of library classification, cataloging, research, and reference work.
- The operation of personal computers and the use of specified computer applications.
- Record keeping principles and practices.

Ability to:

- Perform the full range of paraprofessional library duties accurately.
- Understand and follow oral and written directions.
- Safely operate a variety of standard office and library equipment.
- Organize own work, set priorities, and meet critical deadlines.
- Transport books and boxes of books weighing up to approximately 40 pounds.
- Reach, lift, and relocate books in the library stacks.
- Work effectively as part of a team.
- Operate personal computers and use specified computer applications.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None

Education and Experience:

Library Technician I. Equivalent to possession of an associate degree, preferably in Library Science and two years of paraprofessional library experience.

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

Library Technician II. Equivalent to an associate degree, preferably in Library Science, and two years of paraprofessional research or law library experience.

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