

SENIOR LAW LIBRARY TECHNICIAN

DEFINITION:

Under general supervision, provides lead direction and work review to assigned staff, and/or performs and coordinates technical, specialized paraprofessional law library work; performs related work as assigned.

CLASS CHARACTERISTICS:

This is the lead and/or specialist level in the Law Library Technician series. Incumbents may serve in a lead capacity and direct the work of assigned staff, and/or may serve as specialists who work independently and deal with the technical, complex and/or sensitive projects. This class is distinguished from the Assistant Law Librarian I/II class in that the latter performs professional law library duties.

EXAMPLES OF DUTIES (*illustrative only*):

- Provides lead direction and training to Law Library Technicians in all processing, distribution and circulation routines and procedures.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Performs all online copy cataloging routines, including uploading Library catalog records to international bibliographic utility and integrated online library system.
- Performs all library acquisitions routines, including vendor selection, order preparation, logging routines, and claims; maintains acquisitions files.
- Prepares and distributes new acquisitions lists to Justices and staff.
- Provides non-complex reference and direction assistance to library users.
- Performs a variety of accounting operations work associated with the law library, including: Verifying and processing invoices for payment approval; responding to vendor inquiries; resolving billing discrepancies; maintaining billing files (hardcopy and electronic); generating quarterly, semi-annual and annual internal expenditure reports; reviewing accounting expenditure reports for accuracy; and preparing and monitoring library purchase orders.
- Maintains records of service for library equipment; orders and monitors receipt of equipment.
- Assists Archives professional staff by processing, preserving, and indexing newly acquired materials
- Prepares work orders for facilities problems.
- Maintains administrative files.
- Arranges for meetings, conferences and programs (on- and off-site).
- Makes business travel arrangements for Library staff.
- Maintains staff calendars, work schedules, and directory.

- Prepares library inventories and collection layouts using integrated online library system and related software applications.
- Monitors library supply usage; prepares supply orders.
- Maintains records of receipt of items received under the Federal Library Depository and California State Publications programs.
- Orders and distributes passwords for online legal research databases.
- Updates and creates library signage.
- Performs the full range of administrative duties in support of the Judicial Center Law Librarian, including preparing general library business correspondence, maintaining administrative files, sorting and prioritizing incoming mail.

WORKING CONDITIONS

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

QUALIFICATIONS

Knowledge of:

- Law Library practices and operations using an integrated online library system.
- Basic principles and techniques of law library classification, cataloging, research and reference work.
- Basic administrative functions in a law library, including file management, general correspondence, and scheduling.
- The operation of personal computers and the use of specified computer applications.
- Record keeping principles and practices.
- Bibliographic utilities and integrated online library systems.
- Online accounting systems.
- Lead worker responsibilities

Ability to:

- Perform the full range of paraprofessional law library duties accurately.
- Prepare clear, concise directions for law library work routines.
- Understand and follow oral and written directions.
- Safely operate a variety of standard office and library equipment.
- Perform basic library routines, e.g., cataloging, ordering, accounts payable, using an integrated online library system.
- 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, especially with those to whom work direction is given.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to an associate degree, preferably with emphasis in Library Science and four years of increasingly responsible paraprofessional or technical law library experience.

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