

ASSISTANT JUDICIAL ADMINISTRATION LIBRARIAN I/II

DEFINITION

Under general supervision, performs the full range of professional research librarian duties associated with cataloging, maintaining and updating the Judicial Council's Judicial Administration Library, conducting research on a variety of projects, and assisting library users with specialized public policy and statistical research and reference questions; performs related work as assigned.

CLASS CHARACTERISTICS

Assistant Judicial Administration Librarian I is the entry-level class in this series. Initially under close supervision, incumbents learn about the specialized cataloging requirements and the references, sources, principles, and techniques of specialized public policy and statistical research associated with the Judicial Administration Library. As experience is gained, there is greater independence of action. This class is alternately staffed with Assistant Judicial Administration 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 Judicial Administration Librarian II is a journey-level class in this series. Incumbents perform professional work in connection with selecting, cataloging, and lending of library materials; assisting with specialized public policy and statistical research and reference questions; and conducting specialized research. Incumbents may provide work direction to lower level clerical and technical employees. This class is distinguished from the Judicial Administration Librarian class in that the latter is responsible for directing the personnel and programs of the Judicial Administration Library.

EXAMPLES OF DUTIES (*illustrative only*)

- Catalogs and indexes library materials (including texts, periodicals, and microfiche) using an integrated online library system's cataloging routines and procedures.
- Develops and monitors the use of the integrated online library system's serials control routines and procedures.
- Assists in monitoring developments and innovations in information technologies, such as the Internet and online databases.
- Maintains the library's online and web resources.
- Participates in all aspects of library collection management activities.

- Conducts in-depth, specialized bibliographic, legal, and statistical research, and compiles legislative histories as assigned.
- Performs reference work, as requested, for library clients.
- 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.
- Participates in library budget, planning, and purchasing activities.
- Handles books and boxes of books weighing up to approximately 40 pounds.

WORKING CONDITIONS

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

QUALIFICATIONS

Knowledge of:

- Cataloging specialized library materials using an integrated online library system.
- Principles, practices, and procedures of professional research library work and the use of standard and specialized library resources.
- Methods, techniques, and terminology of public policy 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:

- Catalog specialized library materials using an integrated online library system.
- Instruct, train, and assist analysts, 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 public policy 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 Judicial Administration 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 Judicial Administration Librarian II. Equivalent to possession of a master's degree in library science from an ALA-accredited institution, and two years of professional research 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 or research library experience.

OR

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