

## **LAW LIBRARIAN**

### **DEFINITION**

Under general direction, to perform a variety of technical and complex library work in the operation of the County Law Library; to provide patrons with assistance in the use of library materials and resources; to perform general office support work as required; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized technical class. Incumbents have responsibility for performing a variety of complex legal library duties. Performance of job responsibilities requires substantial library background and experience. Incumbents are expected to be familiar with the policies, functions, and operations of a County law library system.

### **REPORTS TO**

County Counsel.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **LAW LIBRARIAN - 2**

### **EXAMPLES OF DUTIES**

- Performs technical processing of law library media and materials.
- Participates in budget preparation and administration for the Law Library.
- Prepares cost estimates for budget recommendations.
- Represents the Law Library at the Law Library Board of Trustees' meetings.
- Researches, analyzes, recommends changes in purchasing policies and procedures.
- Orders new materials.
- Develops procedures and forms.
- Responds to inquiries and concerns from the public and legal professionals for library materials, services, and information.
- Answers questions and checks out books and materials.
- Receives and processes returned materials.
- Maintains Law Library activity statistics, files, and records.
- Obtains and responds to specific information about patrons' requests and needs.
- Processes materials/books needing repair, binding, and mending.
- Updates collection lists and other records.
- Files catalog cards and updates card catalogs.
- Maintains account records on monies collected.
- Processes and verifies incoming invoices for payment of bills.
- Receives and accounts for fees paid.
- Updates records and reports.
- Performs office support work such as typing and filing.
- Enters information into a computer.
- Works with other County departments.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- Library procedures, methods, and terminology.
- Processing and cataloging of library media.
- Library reference resources.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- General functions of a library.
- Law Library procedures.

### **Ability to:**

- Perform specialized law library duties such as reference work and cataloging.
- Perform varied and responsible library and circulation assistance assignments.
- Interpret, explain, and apply library policies and methods.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of technical library experience.

Desirable: Responsible experience working in a law library or completion of a Paralegal Training program.

**Special Requirement:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.