

MARYLAND STATE LAW LIBRARY
POSITION DESCRIPTION

TITLE:

CLASSIFICATION: CLERK IV
FUNCTIONAL TITLE: FEDERAL INFORMATION TECHNICAL
ASSISTANT/REFERENCE ASSOCIATE

GRADE: 10

FLSA STATUS: NON-EXEMPT

MAIN PURPOSE OF POSITION:

The employee in this paraprofessional position performs a variety of duties including advance support work mainly in the Technical Services area of the U.S. Government Information section of the library. The incumbent is directly responsible for providing assistance in the development and implementation of procedures for serial records management and maintenance of the U.S. Government Information collection of the State Law Library. Duties include creating and maintaining serials processing files (both manual and automated) and supervision of stack maintenance in the federal depository section. The L.A. IV also assists with reference responsibilities providing clientele help in locating / using library materials in various formats. Periodic on-line copy cataloging and I.L.L. functions are processed by this employee. The work is performed under the direction of the U.S. Government Information / I.L.L. Librarian.

DUTIES AND RESPONSIBILITIES:

- A. Organization and Management of the Processing / Maintenance functions of the U.S. Government Information collection.
 - A1. Receives, processes and organizes the daily receipt of large quantities of government publications, using both manual and computer software applications to accomplish tasks.
 - a. Checks-in items on appropriate holdings record.
 - b. Determines materials to be cataloged and entered in the OPAC.
 - c. Claims missing items.
 - d. Generates periodic duplicate and discard lists.
 - e. Prepares statistical reports on materials received in their various formats.

- f. Provides assistance to staff and users regarding serials check-in records.
- A2. Prepares materials for shelving / housing in various cabinets and assures materials are organized in easily retrievable fashion.
 - a. Shelves and or supervises the shelving of publications and resolves filing problems.
 - b. Monitors available shelf space / micro cabinet space and recommends solutions for crowding problems.
 - c. Monitors the collection for publication repair, binding and replacement.
- A3. Assists with the periodic evaluation of the Collection Development / Selection policy for the U.S. Government Information collection by recommending additions/deletions to the list of classes received through the depository program.
- A4. Assists with the instruction of library staff and users in the use of federal publications in varying formats.
- A5. Maintains a close working relationship with off-site libraries housing specialized G.P.O. items received through our status as a depository library.
- A6. Provides assistance in enhancing user access to this collection by "copy cataloging" U.S. government publications on OCLC.
- B. Assists with the provision of reference / information services to library clientele.
 - B1. Provides back up and substitute reference assistance on a regular basis by answering a variety of questions through the provision of information and or referral services, using both print and electronic resources. Refers complex research inquiries to professional reference staff.
 - B2. Maintains a close liaison with clients and determines action to be taken to fill information requests.
 - B3. Closely monitors the receipt of new government reports and publications covering topics of interest to staff and court offices and provides a selective dissemination of information service to those users.
 - B4. Provides basic research / information services to professional library staff to support assigned projects.

B5. Assists the Interlibrary Loan librarian with the retrieval of resources not owned by the library via established on-line Interlibrary loan procedures.

C. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

REQUIRED:

EDUCATION. High School Diploma plus the completion of two years of college course work.

EXPERIENCE. At least one year prior related experience in a library technical services or reference department.

EQUIVALENCY. Four years of progressive library technical processing or information services experience may be substituted for post-secondary education requirement.

PREFERRED:

EDUCATION. An Associate of Arts or Bachelor's Degree.

EXPERIENCE. Working in a law library or U.S. government publications department in a library with experience in using OCLC and the Superintendent of Documents Classification System.

KNOWLEDGE OF. Principles and practices of library procedures; the various classification schemes used to categorize literature; cataloging of publications using OCLC; serials control systems (manual and automated); interlibrary loan procedures; standard legal reference materials and reference service techniques; the proper operation and maintenance of a variety of library and office equipment; personal computer skills such as word processing.

ABILITY to process and maintain records on a variety of library materials; establish and maintain effective working relationships with library users and co-workers; work independently; plan and organize work efficiently; communicate effectively in writing and orally; operate library equipment including PC's, CD Roms, copiers and fax machines; lift books above shoulder height; train and provide work direction to others; explain library policies; provide informational assistance to users.