

**BEAVER COUNTY LAW LIBRARY
COURTHOUSE, 810 THIRD ST.
BEAVER, PA 15009**

LAW LIBRARIAN JOB DESCRIPTION

10/2002

The Law Librarian is charged with:

- maintaining and developing the legal collection, both print and non-print
- assisting researchers (laypeople, county employees and attorneys)
- managing the Law Library

ESSENTIAL DUTIES:

Pay invoices and maintain accurate financial records

Manage the Westlaw account and the county's 30 passwords; authorize payment as shared by 4 participating departments

Oversee collection development (select new titles, decide on frequency of supplementation, ensure the integrity of the collection, discontinue unneeded titles, select format of information)

Catalogue new materials

Design in-house databases as needed

Index local court opinions and municipal ordinances

Maintain a "hot topic" file

Monitor circulation of materials

Develop research guides

Analyze reference questions and direct researchers to the most appropriate resource, be it print, non-print or online resources and determine most cost effective way to obtain the needed material

Investigate new sources of information and steer patrons to most cost-effective services

Know how to use an assortment of CD-ROM and online search software (currently 8 CD-ROM titles, five software applications, one online database and the Internet)

Prepare and administer the annual budget

Train and supervise part time assistants

Compile an annual report which is presented to the President Judge and filed with the Prothonotary

Oversee the use and maintenance of the photocopier, fax, microfiche and computers

Review all literature concerning new materials and make recommendations with regard to new acquisitions

Analyze the existing collection and patron needs to pinpoint unnecessary duplication or lack of coverage; make recommendations accordingly

Participate in professional organizations and attend related conferences

Act as consultant for the Courts, Jail and other county office legal resources

MINIMUM QUALIFICATIONS :

Master's Degree in Library Science

The Law Librarian must be comfortable with a variety of equipment (fax machine, CD ROMs, fiche readers, etc.), possess computer skills and have a willingness to explore new technologies.

Computer skills should include a proficiency with downloading files, basic word processing, database management, and computerized research.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Substantial contact with people who are under stress.

Ability to lift and move heavy books and equipment.

Must be able to work independently; to recognize what needs to be done and determine the best method to accomplish the goal.