

**LAW LIBRARIAN II**

**UNCLASSIFIED**

**CLASS CODE:** 0352

**EEO CATEGORY:** 2

**S.G. JA 23**

**B.U. 42**

**Effective Date:** 4/28/00

**DIVISION:** Superior Court

**CLASS DEFINITION:** This class is accountable for independently performing a full range of advanced professional level library tasks in a law library.

**SUPERVISION RECEIVED:** Works under the limited supervision of a Supervising Law Librarian or other employee of higher grade.

**SUPERVISION EXERCISED:** May supervise lower level employees as assigned.

**EXAMPLES OF DUTIES:** Performs advanced professional library duties which include acquiring, classifying, and cataloging print and non-print library materials according to established principles and practices of library science; provides complex bibliographic assistance, legal reference and research guidance to the courts and other library patrons; maintains collection currency and efficient organization through accession records, serials check-in, circulation procedures, looseleaf/treatise filing, maintenance of legislative documents, collection arrangement, reshelving, binding, graphics, general repairs and space planning; explains and assists in the use of reference sources, catalogs, indexes and automated data bases; describes and demonstrates procedures for searching catalog files; searches catalog files and shelves to locate information; assists patrons in locating and obtaining materials through interlibrary loan procedures; ensures security, proper protection, care and preservation of library materials; may supervise the daily operations of a law library as the sole librarian; may develop a library collection through reviewing the library's use, assessing the library's needs, selecting appropriate acquisitions and recommending new purchases; may participate in the deacquisitions process; may monitor a book budget through accounting procedures, invoice authorization, expenditure analysis and cost projections; may provide library orientation tours and conduct workshops; may assemble and arrange displays of books and other library materials; may compile statistics and prepare reports as required for department planning; participates in special projects as assigned; acts as a liaison with other libraries and professional organizations; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED:**

**KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of professional principles and practices of library science including classification systems, reference sources and techniques, acquisitions, cataloging and filing, bibliographic sources of information and library automation; knowledge of law library administration principles and techniques; knowledge of legal research techniques, legal

terminology and legal publications; interpersonal skills; oral and written communication skills; computer skills; considerable ability to analyze and solve problems relating to law library methods and procedures.

**EXPERIENCE AND TRAINING:**

**General Experience:** A Master's degree in Library Science or Information Science from a graduate school accredited by the American Library Association and one (1) year of post graduate experience in professional library work in a law library.

A Law Librarian I may be advanced to the class of Law Librarian II after receiving a satisfactory performance evaluation and meeting the experience requirements for the II level.

**SPECIAL REQUIREMENT:** Incumbents in this class may be required to travel in the course of their daily work.

This replaces the existing specification in the same salary group approved effective 6/17/96.  
(experience)