

**Appellate Division Law Library, M. Dolores Denman Courthouse, Rochester, NY**  
**Job Description: Senior Appellate Office Assistant, JG-09 (Updated 2/2001)**

Position reports directly to the Senior Law Librarian for Public Services. Looseleaf filing and related duties are supervised by the Senior Law Librarian for Automation and Technical Services.

1. **Circulation Desk - 65%**

Has primary responsibility for circulation functions of the Appellate Law Library. Checks out books to patrons, processes returned books, collects overdue fines, answers the telephone and directs calls to the appropriate places, answers directional questions and basic reference questions before referring all other questions to the reference librarian on duty. Acts as primary backup when other Circulation Desk staff are absent.

Assists patrons with the use of the photocopiers, including filling the copiers with paper or toner and taking care of paper jams as needed.

Responsible for writing and updating the section of the procedures manual pertaining to circulation procedures.

2. **Overdues - 15%**

Checks the circulation file daily for items not returned on time, checks the shelves to make sure that the materials are not in the collection, sends out the appropriate notice to the patron, and keeps paper records of all transactions.

3. **Filing - (included in time at Circulation Desk)**

Responsible for filing all looseleaf services in New York treatises, Town and Village Codes, the circulating copy of the NYCRR, and other general and federal looseleaf titles. This work will generally be done at the service desks.

4. **Special projects - 20 %**

These will generally be associated with the workings of the Circulation Department but could include Technical Services projects as well.

**Other duties as assigned.**