TITLE: REFERENCE LIBRARIAN
JOB ID: 10568
AGENCY: 020-Judicial Branch
BENCHMARKED TO: Exempt
SUPERVISORY LEVEL: None
PAY RANGE (hourly rate): $19.81 to $31.42
WORKING CONDITIONS: Everyday Risks
EEO ID & PROBATIONALY PERIOD: Officials and Administrators – 24 mths

JOB DESCRIPTION:
Under general guidance of the State Law Librarian, the Reference Librarian performs professional-level library duties with an emphasis in the areas of public service and teaching

EXAMPLE OF DUTIES:
• Reference: Provides professional-level reference assistance to a wide range of library users using appropriate print and electronic resources

• Document Delivery: Fills patron requests following established policies

• Public Service: Promotes library services to all user groups, including judges, court staff, state government employees, attorneys, the public and public libraries. Provides library tours. Creates and updates library brochures and research guides. Writes occasional articles for the court newsletter, state bar journal and other publications.

• Teaching: Develops and teaches classes for judges, law clerks, court staff, state agency employees, public library staff and the public on a variety of topics including legal research and court procedure. Travel may be required.

• Accounting: Accepts payment for copies and accounts for monies in accordance with court policies. Reconciles monthly expenditures and revenue against financial management system

• Circulation: Uses library's automated circulation system to check out materials to eligible borrowers within the guidelines of the circulation policy

• Professional Development: Participates in state, regional and national professional library associates and activities. Attends professional meetings and workshops. Limited institutional funding for travel is available. Monitors professional literature and electronic discussion groups related to library, access to justice, self represented litigant, emerging technology, social media and legal fields

• Other Duties as Assigned

KNOWLEDGE, SKILLS AND ABILITIES:
(includes knowledge, skills, and abilities required upon entry into position and trainable
after entry into position)

- Master's degree in library science from an ALA-accredited institution and law library work experience OR JD from an ABA-accredited institution and two years law library work experience
- Working knowledge of library systems and procedures
- Working knowledge of library reference and technical services functions
- Considerable knowledge of legal reference materials and terminology
- Working knowledge of online legal research databases
- Excellent computer skills
- Working knowledge of automated library systems
- Excellent customer service skills
- Strong problem-solving skills
- Ability to perform detail-oriented work accurately and efficiently
- Ability to multi-task, work under pressure, and to meet deadlines
- Ability to speak and write clearly and effectively
- Ability to apply principles and techniques of the work described
- Working knowledge of accounting procedures
- Initiative, resourcefulness, judgment and tact

OTHER REQUIREMENTS:

Master's degree in library science from an ALA-accredited institution and law library work experience OR JD from an ABA-accredited institution and two years law library work experience

Equivalent combination of education and work experience that would qualify a person to work at a professional level in a public law library

Updated: 7/3/2013