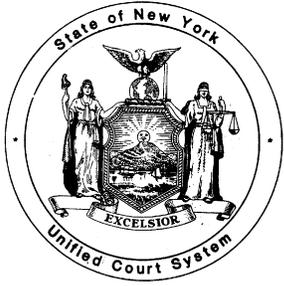


**CAREER OPPORTUNITIES IN THE NEW YORK STATE
UNIFIED COURT SYSTEM**



**THE OFFICE OF COURT ADMINISTRATION
ANNOUNCES A
PROMOTION EXAMINATION**

TITLE: SENIOR LAW LIBRARIAN

EXAMINATION NO. 55-769

**STARTING
SALARY**

The title of Senior Law Librarian is graded at JG-24. Effective April 1, 2010, the current hiring rate is \$68,418. In addition, appointees in New York City, Nassau, Suffolk, Rockland, and Westchester Counties receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam Counties receive \$1,848 in annual location pay.

APPLICATION

Application must be **ELECTRONICALLY** filed at www.nycourts.gov/careers/. Paper applications will not be accepted. An email address is required for successful filing.

**ELIGIBLE LIST AND
LOCATION OF
POSITIONS**

The eligible list resulting from this examination will be used to fill positions throughout New York State. An open-competitive examination, Senior Law Librarian (#45-769), is being held in conjunction with this promotion exam. The promotion list will be used to make appointments before the open-competitive list.

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete, candidates **must**, by the date of the examination, have current, permanent* competitive class status in the Law Librarian title.

**MINIMUM
QUALIFICATIONS
FOR
APPOINTMENT**

To be eligible for appointment from the resultant eligible list, candidates must have, at the time of appointment, one (1) year of current, permanent* competitive class service in the Law Librarian title.

*Under Section 25.15(h) of the Rules of the Chief Judge, this includes: (1) employees of the Unified Court System who are holding or who have held positions in the non-competitive, exempt or labor class if said employees in the past have held qualifying competitive class positions on a permanent basis and (2) employees with non-competitive status in qualifying titles by virtue of the Handicapped Set Aside Program (HSAP).

**EXAMINATION
CENTERS**

This examination will be held only in the following test centers: Albany (01), Binghamton (06), Buffalo (08), Hicksville (21), Nyack (42), Rochester (35), Syracuse (38), and New York City (24).

**Examination is scheduled
to be held June 11, 2011**

Applications must be **ELECTRONICALLY
submitted no later than April 14, 2011**

DISTINGUISHING FEATURES OF WORK

Under supervision of a District Administrative Judge or a Principal Law Librarian, Senior Law Librarians provide professional library services by implementing policies, performing acquisition functions, original cataloging, and classifying materials using electronic systems based on standard library guidelines. Senior Law Librarians coordinate and implement resource sharing and evaluate the various collections under their jurisdiction for accuracy, relevance and completeness, tailor these collections to complement one another and avoid unnecessary duplication, assist in budget preparation and resource allocation. Senior Law Librarians may manage diverse legal research collections and supervise Law Librarians, paraprofessionals and clerical staff. Senior Law Librarians operate, and may manage, a variety of library and research automation systems. They perform legal research, oversee chambers collections, participate in electronic reference and technical consortiums and work on statewide initiatives in cooperation with the Office of Legal Information. They may coordinate operations of geographically separate legal research collections, and perform other related library and administrative duties.

SUBJECT OF EXAMINATION The examination will consist of the following three (3) components,

I. WRITTEN TEST

Preparing Written Material

Format A - These questions assess candidates' ability to apply the rules of English grammar, usage, punctuation and sentence structure. Candidates are presented with a series of sentences and must select the sentence that best conforms to standard English grammar, usage and punctuation and sentence structure.

Format B - These questions assess candidates' ability to present information clearly and accurately, and to organize written information logically and comprehensibly. Candidates will be presented with several sentences and must effectively organize them in a coherent and logical order.

Knowledge of Legal Reference and Research - These questions assess candidates' knowledge of legal reference sources and legal on-line searching techniques to assist court personnel and the public. Candidates will be required to demonstrate their knowledge of legal citations, sources of on-line information and search strategies.

Knowledge of Library Technical Services and Bibliographic Records - These questions assess candidates' knowledge in such areas as cataloging, serials control, acquisitions, and inter-library loans. Candidates will be required to review Machine-Readable Cataloging (MARC) records and answer questions about them.

Library Supervision - These questions assess candidates' knowledge of ethical issues, public and general office supervision and candidates' ability to train, motivate and evaluate staff. Hypothetical situations which would typically occur in a Law Library will be presented. Candidates will be required to select the best alternative for dealing with each situation.

Library Management and Services - These questions assess candidates' knowledge in such areas as collection development, staff and library user training, library automation and general library management procedures.

II. LEGAL RESEARCH EVALUATION

Candidates will be given legal research questions and access to electronic legal research data sources (Lexis, Westlaw or Loislaw). They must prepare short written answers to these research questions along with a description of the steps taken to respond to the questions.

III. STRUCTURED ORAL ASSESSMENT

This component will require candidates to respond to senior law librarian-related problems and issues and be evaluated by a panel of experienced assessors, including both professional law librarians and court managers. The score will be based on performance in areas of technical and professional knowledge, planning and organizing, library management, problem solving and judgement, and oral communication.

Only candidates who pass the Written Test will be invited to the Legal Research Evaluation and Structured Oral Assessment components. These two components will be given at the same time on a subsequent date.

SCORING - The passing mark for each component will be determined at a date following the administration of the examination. **Only candidates who pass all three components will receive a final score.** The Written Test component is weighted 50%, the Legal Research Evaluation component is weighted 20%, and the Structured Oral Assessment component is weighted 30% of the final ranked score.

ISSUE DATE: MARCH 3, 2011

INFORMATION FOR PROMOTIONAL CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: The Office of Court Administration no longer accepts paper applications for examinations. The application (UCS-19) must be submitted electronically via the internet. The application internet address is www.nycourts.gov/careers/. An email address is required for successful submission. Separate applications must be submitted if an applicant is applying to more than one examination. An application is considered successfully filed upon applicant's receipt of an examination application ID number at time of application submission.

SENIORITY CREDITS: Successful candidates will have additional seniority credits added to their final rating, based upon their length of continuous permanent service in the Unified Court System.

VETERANS CREDITS: Disabled (5 points) and non-disabled (2.5 points) veterans who are eligible for extra credit will have the appropriate number of points added to their score if otherwise successful in the examination. Eligible veterans should claim the credits when they file their application. Further information regarding instructions for filing and eligibility is contained in the application. If veterans credits are granted, eligibles will have an option to waive them anytime prior to appointment.

VERIFICATION OF QUALIFICATIONS: The Office of Court Administration may refuse to examine an applicant, or after examination, to include a candidate on the eligible list, or may remove or restrict from the eligible list any applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the resultant eligible list.

EXAMINATION RATINGS: Examination final ratings are reported on a scale of 100 with the passing mark set at 70. The passing raw score for the written examination will be determined at a date following the administration of the examination.

SPECIAL ARRANGEMENTS: Candidates who, for religious reasons, cannot be tested on a Saturday must indicate this information on their application. All other requests for alternate test dates must be submitted at least one month prior to the examination date, and will be reviewed on a case by case basis for compliance with the Alternate Test Date Guidelines of the Unified Court System. Applicants with disabilities who require special arrangements should contact the Coordinator of Special Accommodations at (212) 428-2580 or TDD (telecommunications device for the deaf) (212) 428-2781 prior to the close of the filing period for the examination.

WARNING: Anyone found unlawfully possessing or disclosing questions and answers from civil service examinations, or giving or taking test information from another candidate during or after the examination, or anyone found taking a civil service examination for someone else or enlisting another person to take an examination for another will be subject to disqualification from that examination and may be barred from taking any future examinations with the Unified Court System and may be subject to other penalties as prescribed by law.

CANDIDATES SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE (JUNE 11, 2011)

The Unified Court System is an Equal Opportunity Employer. M/F