



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

---

---

## THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

**TITLE**                      **Law Librarian**                      **EXAMINATION NO. 45-738**

An examination for the title of Senior Law Librarian (#45-739) will be held at the same time. Please refer to that announcement for further information. The examinations for Law Librarian and Senior Law Librarian have been designed to allow candidates to participate in both examinations at the same time. Candidates may apply for both examinations through the filing of separate applications and paying the required application for each filing.

**STARTING  
SALARY**

The title of Law Librarian is graded at JG-20. The current hiring rate is \$47,838. In addition, appointees in New York City, Nassau, Suffolk, Rockland and Westchester Counties receive \$1,302 in annual location pay. Appointees in Orange, Dutchess and Putnam Counties receive \$651 in annual location pay.

**APPLICATION  
FEE**

A **non-refundable \$25.00** application fee is being charged to file for this examination.

**ELIGIBLE LIST  
AND LOCATION  
OF POSITIONS**

The eligible list resulting from this examination will be used to fill positions throughout New York State. The examination, which will be held on a state wide basis, is open to all qualified candidates, whether they are employees of the Unified Court System or members of the general public.

**MINIMUM  
QUALIFICATIONS  
TO COMPETE**

By the close of filing, March 16, 2007, candidates must meet one of the following:

1. Possess a Master's Degree in Library or Library Information Sciences from an American Library Association (ALA) accredited program or by September 1, 2007 have the degree granted.

- or -

2. Possess a Law Degree from a law school accredited by the American Bar Association or the American Association of Law Schools or by September 1, 2007 have the degree granted.

**MINIMUM  
QUALIFICATIONS  
FOR  
APPOINTMENT**

At the time of appointment from the eligible list, candidates must have one (1) year of work experience using library automation, providing legal reference services or involving library administration. This experience must have been in a law library or a library or information center with a significant legal collection.

**RESIDENCE**

For the purpose of this examination, New York State residence will not be required.

**BENEFITS**

Court employees receive 20 days of paid vacation during their first year of service in addition to 12 paid holidays. They also accrue 13 days of paid annual sick leave. Participation in medical, dental, life insurance and retirement plans is offered.

---

**Examination is scheduled  
to be held May 5, 2007**

---

**Applications must be postmarked  
no later than March 16, 2007**

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

## **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).

## **DISTINGUISHING FEATURES OF WORK**

Under supervision of a Principal Law Librarian, Senior Law Librarian or other supervisory court personnel, Law Librarians are responsible for providing professional library services, including legal research assistance, original cataloging, assistance with acquisitions, library management in some libraries, clerical supervision and collection-related responsibilities. Law Librarians provide information about the legal research collection, maintain the collection according to standard library guidelines, perform bibliographic searches, implement resource sharing and may provide professional-level direction and assistance to library personnel. Law Librarians operate a variety of library and research automation systems, participate in electronic reference and technical consortiums. Law Librarians assist higher-level law librarians in managing large diverse legal research collections in the Unified Court System, or have primary responsibility for operation of a small, less complex legal research collection that serves a small number of judges. In addition to responsibility for a main body of legal research material, Law Librarians may have responsibility for other collections, including those in individual chambers, in one or more separate geographical locations and perform other related library and administrative duties.

## **SUBJECT OF EXAMINATION**

The examination will consist of the following three (3) components:

### 1. **WRITTEN TEST**

This component is a written multiple-choice test designed to assess the following:

Preparing Written Material - These questions test how well candidates can present written information, organize paragraphs, use English grammar correctly and proofread/edit written material. Particular emphasis is placed on two major aspects of written communication: clarity and organization.

Knowledge of Legal Reference and Research - These questions test 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 deal with knowledge in such areas as cataloging, serials control, acquisitions, and inter-library loans. Candidates will be required to review MARC records and answer questions about them.

Library Supervision - These questions deal with training, motivating and evaluating staff, ethical issues, dealing with the public and general office supervision. Hypothetical situations which would typically occur in a Law Library will be presented. Candidates will be required to select the best alternative for handling each situation.

## 2. 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.

## 3. STRUCTURED ORAL ASSESSMENT

This component will require candidates to respond to 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, 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 point for each section will be determined after its administration. **Only candidates who pass all three components will receive a final score**, which will be based 50% on the Written, 20% on the Legal Research Evaluation and 30% on the Structured Oral Assessment.

### ISSUE DATE

**February 5, 2007**

## **INFORMATION FOR OPEN-COMPETITIVE CANDIDATES - PLEASE READ CAREFULLY**

**APPLICATION:** Applications (UCS-19) may be obtained from the courts and court agencies of New York State or by writing to the Examination Unit, Office of Court Administration, Room 1081, 25 Beaver Street, New York, N.Y. 10004. Separate applications must be filed for each examination. When requesting an application by mail, specify examination number and title, show the word "EXAMINATION" in the lower left-hand corner of the envelope, and enclose a stamped self-addressed, legal-size envelope. Additional or revised information, such as a change of address after the application has been filed, must be provided in writing to the Office of Court Administration at the above address. The application form can be downloaded from the website: [www.courts.state.ny.us/jobstc.htm](http://www.courts.state.ny.us/jobstc.htm)

**FILING FEE:** A filing fee is required to apply for this examination. The amount is noted on the examination announcement. **Your application must be accompanied by a money order payable to N.Y.S. Office of Court Administration. DO NOT SEND CASH OR CHECKS.** The following information should be written on the money order: Applicant's name, Social Security Number, home address, title of the examination and examination number for which application is being filed. **Filing fees are not refundable.** Compare your qualifications carefully to the requirements stated on the announcement before submitting your application.

An exception to the fee requirement will be made for employees of the Unified Court System.

An exception to the fee requirement will be made also for persons receiving Supplemental Social Security payments or Public Assistance (Home Relief or Aid to Dependent Children, provided Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency, or are receiving public assistance from the New York City Department of Social Services). All claims are subject to later verification and, if not supported by appropriate documentation, are grounds for barring or rescinding an appointment. An exception will also be made for applicants who are unemployed and primarily responsible for the support of a household.

**VETERANS CREDITS:** Disabled and non disabled veterans who are eligible for extra credit will have 10 and 5 points respectively, added to their scores, if they are otherwise successful in the examination. Eligible veterans should claim those 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 an 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) 428-2574 or TDD (telecommunications device for the deaf) (212) 428-2587 by 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 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 being disqualified from that examination and may be barred from taking any further 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 THREE (3) DAYS BEFORE THE EXAMINATION (May 5, 2007).**

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