

CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM



THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE Senior Law Librarian EXAMINATION NO. 45-739

An examination for the title of Law Librarian (#45-738) 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 Senior Law Librarian is graded at JG-24. The current hiring rate is \$59,400. 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 exam.

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. A promotion examination, *Senior Law Librarian (#55-739)*, is being held in conjunction with this open-competitive exam. **The promotion list will be used to make appointments before the open-competitive list.**

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 **and** have one (1) year of professional 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.

- or -

2. Possess a Law Degree from a law school accredited by the American Bar Association or the American Association of Law Schools **and** have one (1) year of experience as described above.

MINIMUM QUALIFICATIONS FOR APPOINTMENT

At the time of appointment from the eligible list, candidates must have two (2) years of professional work experience as described above.

**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

RESIDENCE	For the purpose of this examination, New York State residence will <u>not</u> 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	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 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 collections, 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.

Library Management and Services - These questions deal with such areas as collection development, staff and library user training, library automation and general library management procedures.

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 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 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

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