



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE: LAW LIBRARY ASSISTANT

EXAMINATION NO. 45-761

**STARTING
SALARY**

The title of Law Library Assistant is graded at JG-16. Effective April 1, 2010, the hiring rate is \$44,504. In addition, appointees in New York City, Suffolk, Rockland, Nassau 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 FEE

A **\$30.00 non-refundable** 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 in the Unified Court System throughout New York State. The examination, which will be held on a statewide 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 is being held in conjunction with the open-competitive examination. The promotion eligible list will be used to make appointments before the open-competitive eligible list.

**MINIMUM
QUALIFICATIONS**

By the date of the examination, June 5, 2010, candidates must have a certificate from an ABA-approved paralegal program; or an Associate's Degree from an accredited college and two (2) years of clerical experience working directly with a legal collection in a library or an automated library system in a Library Technical Services Department; or a High School diploma, or its educational equivalent, and three (3) years of clerical experience working directly with a legal collection in a library or an automated library system in a Library Technical Services Department.

RESIDENCE

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

BENEFITS

Employees of the Unified Court System 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 FOR:

June 5, 2010

APPLICATIONS MUST BE POSTMARKED NO LATER THAN:

April 9, 2010

**DISTINGUISHING
FEATURES OF
WORK**

Law Library Assistants perform paraprofessional library duties either in support of professional library staff or as the highest level library staff member in a library that has at least one (1) specialized collection and serves ten (10) or more full-time (or the equivalent) judges, law clerks, and court attorneys. Law Library Assistants perform a variety of paraprofessional duties, such as operating library specialized computerized research and cataloging systems, organizing and maintaining the reference collection, applying library policy, reviewing and evaluating requests for information, and obtaining loaned resources by determining the location of each resource. Law Library Assistants may supervise law library and other clerical personnel and perform administrative and related duties.

SUBJECT OF EXAMINATION

The written test questions are multiple-choice with an accompanying resource booklet and are designed to assess the following:

Preparing Written Material - These questions will assess a candidate's ability to 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.

Library Record Keeping - These questions will assess a candidate's ability to review, manipulate, organize, and interpret records and forms which contain information typically found in library purchasing and inventory control systems. The information will be both numerical and non-numerical. All of the data and rules needed to answer these questions are provided. No previous knowledge of library record keeping is needed to answer these questions.

Knowledge of Legal Terminology - These questions will assess a candidate's understanding of the terms that are commonly used in law libraries when providing reference services or conducting legal research. Candidates will be required to identify the correct meaning of legal terms, distinguish between similar legal terms and demonstrate their overall knowledge of legal words and phrases that are library-related.

Knowledge of Legal Reference Materials and On-line Searching - These questions will assess a candidate's knowledge of basic legal reference sources and commonly used legal on-line searching techniques. Candidates will be required to demonstrate their knowledge of legal citations, sources of on-line information and general search strategies. There will be an emphasis on New York State materials.

Knowledge of Library Technical Services and Bibliographic Records - These questions will assess a candidate's basic knowledge in copy cataloging, serials control, acquisitions, and inter-library loans. Candidates will be required to review MARC records and answer questions about them.

ISSUE DATE: March 1, 2010

INFORMATION FOR OPEN-COMPETITIVE CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: The Application (UCS-19) may be downloaded from our website: <http://www.nycourts.gov/careers/UCS-19-Jan26.10FINAL.pdf> The Application (UCS-19) may also 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.

FILING FEE: A \$30:00 non-refundable filing fee is required for this examination. **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 also be made 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). 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) 428-2580 or TDD (telecommunications device for the deaf) (212) 428-2781 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 THE ADMISSION NOTICE HAS NOT BEEN RECEIVED THREE (3) DAYS PRIOR TO THE
EXAMINATION DATE (JUNE 5, 2010)**

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