



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 20007

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**POSITION TITLE:** SENIOR LAW LIBRARIAN **JG: 24**

**LOCATION:** CIVIL COURT, NEW YORK CITY

**BASE SALARY:** \$ 68,418 + LOCATION PAY \$3,697

**CLASSIFICATION:** **COMPETITIVE**

**QUALIFICATIONS:** One year of permanent, competitive class service in the Law Librarian title; **or** Master's degree in Library Science or Library Information Sciences from an American Library Association (ALA) accredited college or university and two (2) years 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 library information center with a significant legal collection; **or** Law Degree from an accredited law school and two (2) 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 library information center with a significant legal collection.

**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.

**ASSIGNMENT:** May be assigned to more than one location. Will be assigned direct responsibilities for the chambers and library collections in New York County. A large portion of the job includes working with SirsiDynix Symphony integrated library system and entering data for chambers and library locations citywide. May review work of other library personnel.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next three (3) months. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

**JACK BAER**  
**CHIEF CLERK VII**  
**CIVIL COURT, NEW YORK CITY**  
**111 CENTRE STREET - ROOM 1242B**  
**NEW YORK, NY 10013**

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**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

**POSTING DATE:** July 21, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 11, 2010

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**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

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