



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 25001

POSITION TITLE: LAW LIBRARIAN **JG: 20**

LOCATION: SUPREME COURT, BRONX COUNTY

BASE SALARY: \$ 53,152 + LOCATION PAY \$3,555

CLASSIFICATION: **COMPETITIVE**

QUALIFICATIONS:

Master's degree in Library Science or Library Information Sciences from an American Library Association (ALA) accredited college or university and 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 library information center with a significant legal collection.

or

Law Degree from an accredited law school and 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 library information center with a significant legal collection.

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 service, 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.

ASSIGNMENT: SUPREME COURT, BRONX COUNTY - LAW LIBRARY

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) and a resume to:

TRACY PARDO
CHIEF CLERK VII
SUPREME COURT, BRONX COUNTY
851 GRAND CONCOURSE
BRONX, NY 10451

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 20, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 10, 2010

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