



**PLEASE POST**

**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**

UCS-23

**STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
3<sup>RD</sup> JUDICIAL DISTRICT**

**Announcement Number: 3005**

**POSITION TITLE:** Law Library Clerk Part-Time (80%) **JG: 14**

**LOCATION:** Sullivan County Courthouse  
Third Judicial District  
414 Broadway  
Monticello, NY 12701

**BASE SALARY:** \$39,771 Annual (80% of \$39,771)

**CLASSIFICATION:** Non-Competitive

**QUALIFICATIONS:** High school diploma or the equivalent and two (2) years of clerical experience in a library.

**DISTINGUISHING FEATURES OF WORK:** Law Library Clerks perform a variety of clerical duties in a law library which may also include the lead responsibility of a library with limited scope or subject specialization that serves five (5) or more full-time (or the equivalent) judges, law clerks, and court attorneys. Law Library Clerks also perform other related duties.

**ASSIGNMENT:** Provides answers to questions regarding the location of books, periodicals, and other material in the library collection or directs library users to the location of needed reference sources outside the law library; Updates material in the library collection following vendor instructions, Organizes, including shifting and shelving books, to maintain the collection for efficient access using District Program guidelines; Prepares correspondence related to library materials, and to answer routine inquiries; Instructs library patrons in how to use legal reference sources and machines (e.g. microfiche reader/printer, and PC for electronic database resources); Enters acquisition and fiscal information in the statewide database; Opens, date stamps, logs, and sorts incoming mail to prioritize mail according to importance, timeliness, or other criteria relevant to library operations; Operates electronic data processing equipment to utilize word processing, or other programs in order to answer inquiries, prepare reports, draft budgets, maintain fiscal records, and other documents, provides support to other sites, as requested by the District Principal Librarian, and may be asked to work in another County for short periods when necessary. More details will be provided at time of interview.

**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 is 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Carol Schongar, District Executive  
Third Judicial District Administrative Judge's Office  
40 Steuben Street, 6<sup>th</sup> Floor  
Albany, NY 12207  
(518) 285-8300

Applicants are encouraged to complete the EEO Data Collection Form

**POSTING DATE:** July 28, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 18, 2010

For employment opportunities in the Unified Court System, please go to [www.nycourts.gov](http://www.nycourts.gov)

The New York State Unified Court System is an Equal Opportunity Employer.  
Women, Minorities, and Individuals with Disabilities are encouraged to apply.