POSITION TITLE: SENIOR LAW LIBRARIAN, COURT OF APPEALS  JG: 24

LOCATION: COURT OF APPEALS
20 Eagle Street, Albany, New York

BASE SALARY: $77,054

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: 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 the Clerk and Deputy Clerk of the Court Of Appeals, and the Principal Law Librarian, Court of Appeals, 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 manage diverse legal research collections, supervise subordinate staff, and manage a variety of library and research automation systems. They perform legal research, oversee chambers collections, participate in electronic reference and technical consortiums and perform other related library and administrative duties.

ASSIGNMENT: Duties include, but are not limited to: reviewing and evaluating legal research materials; classifying and cataloging new items in the collection according to library classification schedule; implementing and monitoring collection development policies; operating acquisition system; monitoring changes and modifications in cataloging and classification standards; maintaining bibliographies; creating, managing and accessing electronic information including databases, integrated library systems, and other information sources; operating and helping evaluate library systems; providing legal reference services; consulting with judges and court personnel to identify research alternatives for complex issues; training and supervising subordinate staff and preparing reports.

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 six (6) 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 cover letter and resume to:

John P. Asiello
Clerk of the Court
NYS Court of Appeals
20 Eagle Street
Albany, New York 12207

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.
The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.