



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52728

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**POSITION TITLE:** PRINCIPAL LAW LIBRARIAN **JG: 28**

**LOCATION:** APPELLATE DIVISION, SECOND DEPARTMENT  
45 Monroe Place, Brooklyn NY

**BASE SALARY:** \$ 91,894 + \$3,697 Location Pay

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** One year of permanent, competitive class service in the Senior Law Librarian title or three (3) years of permanent, competitive class service in the Law Librarian title; **or** Master's degree from an accredited school of library science and five (5) years of work experience in a law library or a library specializing in the social sciences, e.g., political science, economics, business, criminal justice, sociology, one (1) year of which must be in an administrative position; **or** Law Degree from an accredited law school and five (5) years of work experience in a law library or library specializing in social sciences; e.g. political science, economics, business, criminal justice, sociology, one (1) year of which must be in an administrative position; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Under general supervision, Principal Law Librarians are responsible for providing professional library service and assisting the Chief Law Librarian in the formulation and implementation of statewide legal research collection policies and directly participating in statewide library planning. They evaluate existing library systems and services for sufficiency in meeting the needs of the users of the collection, and set standards for the currency, relevance and completeness of these systems and services. They serve as a resource for new developments in the law library profession, resolve complex questions related to the application of library classification and cataloging systems, and coordinate resource sharing among several collections. Principal Law Librarians, in concert with the local administrative office, are responsible for budget preparation, resource allocation, and other administrative duties. Principal Law Librarians supervise Senior Law Librarians, Law Librarians and clerical personnel, and may perform legal research and other related duties. Principal Law Librarians generally have direct responsibility for a legal research collection that is extensive and specialized. Such collections are the largest in the Unified Court System and have access to several automated legal research and library systems, and regularly serve a very large number of judges. In addition, Principal Law Librarians may be responsible for several chambers collections and overseeing the operations of several geographically separate collections (other than those in individual chambers).

**ASSIGNMENT:** The duties of the successful applicant include but are not limited to: providing research services to judges and attorneys; providing justices and non-judicial staff with online passwords and maintaining up-to-date lists of each; developing and evaluating the court's print research materials; participating in library collection maintenance such as filing of pocket parts and loose leafs; cataloging and controlling online serials using EOS. web, the online library system. The librarian will also bear responsibility for the Court's research collections using OGS, GSA and UCS negotiated contracts; budget control of legal reference funds and payment of invoices. The librarian will be asked to assess the library's needs to integrate more electronic and digital resources and to create a library intranet to provide assistance to judges and staff attorneys; compile and disseminate current information relating to the Courts and New York State Jurisprudence including daily articles from relevant periodicals. The ability to conduct research and to proficiently write memorandum regarding topics requested by the justices is required, as is the ability to maintain a highly professional and confidential library environment.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

APPELLATE DIVISION, 2<sup>ND</sup> DEPARTMENT  
45 MONROE PLACE  
BROOKLYN, NEW YORK 11201  
ATTENTION: MARY O'DONOGHUE, HUMAN RESOURCES DIRECTOR

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

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**POSTING DATE:** October 11, 2017

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 25, 2017

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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.

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