



**STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT**

ANNOUNCEMENT NUMBER 09037

POSITION TITLE: LAW LIBRARY ASSISTANT **JG: 16**

LOCATION: PUTNAM COUNTY LAW LIBRARY
20 COUNTY CENTER
CARMEL, NEW YORK 10512

BASE SALARY: \$44,504 + \$1,848 LOCATION PAY

CLASSIFICATION: COMPETITIVE/PROVISIONAL***

QUALIFICATIONS: One year of permanent, competitive class service in the Law Library Clerk title; *or* Certificate from an ABA approved paralegal program; or Associate's Degree from an accredited college and two (2) years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department *or* High School diploma or the equivalent and three (3) years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department.

DISTINGUISHING FEATURES OF WORK: Law Library Assistants perform paraprofessional library duties either in support of professional library staff or as the highest level library staff member in a library that has at least one (1) specialized collection and serves ten (10) or more full time (or the equivalent) judges, law clerks, and court attorneys. Law Library Assistants perform a variety of paraprofessional duties, such as operating library specialized computerized research and cataloging systems, organizing and maintaining the reference collection, applying library policy, reviewing and evaluating requests for information, and obtaining loaned resources by determining the location of each resource. Law Library Assistants may supervise law library and other clerical personnel and perform administrative and related duties.

ASSIGNMENT: Conducts manual bibliographic searches or uses a computerized legal reference data base service to conduct a bibliographic search for legal information with little or no guidance; Provides answers to basic reference questions regarding the use of legal research sources; Establishes library priorities and deadlines for completion of work activities, trains and supervises subordinate staff, reviews time records, makes work assignments, monitors progress and evaluates staff performance; Performs copy cataloging according to a predetermined system which identifies the holding based on its location in the library, subject matter, or some other pertinent characteristic; Answers inquiries concerning library content, physical location of material, and rules and regulations governing the operation of the library; Maintains and updates card catalogues and other card files; Shelves/files or retrieves books, looseleaf supplements, microfiche, etc., that are organized using complex alphabetical, numerical, chronological, or subject codes.

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.

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 RESUME TO:

**SONJA DAVIS, PRINCIPAL LAW LIBRARIAN
WESTCHESTER COUNTY LAW LIBRARY
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: OCTOBER 6, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: OCTOBER 28, 2010

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

******PROVISIONAL - Under the existing rules for the Unified Court System, an appointment may be made on a provisional basis if there is no eligible list for the position. To be appointed on a permanent basis, you will have to take the examination and be among the top three acceptors.***