



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 11223_Extended

POSITION TITLE: PRINCIPAL LAW LIBRARIAN **JG: 28****LOCATION:** 10th JUDICIAL DISTRICT - SUFFOLK COUNTY**BASE SALARY:** \$ 97,522 + \$4,300 LOCATION PAY**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 five (5) years of professional 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 professional 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.

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.

ASSIGNMENT: Duties include, but are not limited to: assisting the District Executive and Administrative Judge in developing and implementing legal research collection policies and procedures; analyzing library operations and implementing changes; organizing/assisting judicial chambers with legal reference purchases; liaison with the statewide Chief Law Librarian and assisting with developing and implementing statewide legal research collection policies and procedures and participating in statewide library planning; overseeing the preparation of budgets; monitoring and revising resource allocations to comply with fiscal conditions; consulting with judges and court personnel; performing complex legal research; training and supervising subordinate staff, making work assignments, and evaluating work performance; reviewing and evaluating legal research materials of all formats; formulating collection development policies suited for the library and preparing statistical and administrative reports. Travel to other Court Libraries throughout the district is required.

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 must 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 by mail to:

WARREN G. CLARK, ESQ.
DISTRICT EXECUTIVE
400 CARLETON AVENUE
CENTRAL ISLIP, NEW YORK 11722

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.
New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: November 15, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 10, 2023

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.
