

Senior Law Librarian (JG-24)

SUBJECT OF EXAMINATION

The examination will consist of the following three (3) components:

I. MULTIPLE-CHOICE TEST

This component is administered on a computer to assess the following:

Preparing Written Material

Format A - These questions assess applicants' ability to apply the rules of English grammar and usage, punctuation and sentence structure. Applicants are presented with a series of sentences and must select the sentence that best conforms to standard English grammar and usage, punctuation and sentence structure.

Format B - These questions assess applicants' ability to present information clearly and accurately, and to organize written information logically and comprehensibly. Applicants will be presented with several sentences and must select the sequence that effectively organizes them into a coherent and logical paragraph.

Knowledge of Legal Reference and Research - These questions assess applicants' knowledge of reference sources and ability to use online searching techniques to conduct legal research and provide reference services to assist court personnel and the public.

Knowledge of Library Technical Services - These questions assess applicants' knowledge in such areas as integrated library systems, bibliographic records, and collection management.

Library Supervision - These questions assess applicants' knowledge of personnel management, general office supervision, and customer service; as well as applicants' ability to train, motivate, and evaluate staff. Applicants will be presented with hypothetical situations which would typically occur in a library and must select the best answer to address each situation.

Library Management and Services - These questions assess applicants' knowledge of advanced legal research, general library management procedures and policies, staff development, and resource management.

Applicants have three (3) hours to complete the Multiple-Choice Test.

II. LEGAL RESEARCH EVALUATION

This component is designed to assess applicants' ability to conduct legal research. Applicants will be given access to the electronic legal databases Westlaw and Lexis. Applicants must prepare short written answers to legal research questions along with a description of the steps taken to respond to the questions.

III. STRUCTURED INTERVIEW

This component is designed to assess applicants' ability to respond to situations that senior law librarians typically encounter in the performance of their job. The situations will be presented in an interview-based format and applicants' responses will be evaluated by a panel consisting of professional law librarians and court managers. Applicants will be evaluated on dimensions such as: technical and professional knowledge, planning and organizing, problem solving and judgment, and oral communication.

Only applicants who pass the Multiple-Choice Test will be invited to the Legal Research Evaluation and Structured Interview components. These two components will be given at the same time on a subsequent date.

SCORING- The Multiple-Choice Test is weighted 50%, the Legal Research Evaluation component is weighted 20%, and the Structured Interview component is weighted 30% of the final ranked score. Only applicants who pass all three components will receive a final score.