

## LAW LIBRARY ASSISTANT (JG-16)

### Subject of Examination

This is a multiple-choice examination designed to assess the following:

1. **Written Communication**

These questions assess applicants' ability to present information clearly and accurately and to organize written information comprehensibly. The following formats are used to assess this ability:

**Format A:** Applicants are required to read sentences and identify the option that is in accordance with the rules of standard English grammar and usage, punctuation, sentence structure, and/or spelling.

**Format B:** Applicants are presented with several sentences and must select the sequence that most effectively organizes the sentences into a coherent and logical paragraph.

**Format C:** Applicants are presented with several sentences and must select the option that most effectively conveys the information (meaning) presented in the given sentences.

2. **Library Record Keeping**

These questions assess applicants' ability to review, manipulate, organize, and interpret records and forms which contain information typically found in library settings. No previous knowledge of library record keeping is needed to answer these questions. All of the data and rules needed to answer these questions are provided. Some simple arithmetic computations may be required.\*

3. **Using Bibliographic Records and Knowledge of Library Technical Services**

These questions assess applicants' knowledge of the content, layout and use of standard bibliographic information and basic library technical services questions. Applicants will be required to review bibliographic records and then answer questions about library holdings which are described.

4. **Knowledge of Legal Reference Materials and On-line Searching**

These questions assess applicants' knowledge of basic legal reference sources and commonly used legal on-line searching techniques. Applicants will be required to demonstrate their knowledge of legal citations, sources of on-line information and general search strategies. There is an emphasis on New York State materials.

5. **Knowledge of Legal Terminology**

These questions assess applicants' understanding of the terms that are commonly used in law libraries when providing reference services or conducting legal research. Applicants are required to identify the correct meaning of legal terms, distinguish between similar legal terms and demonstrate their overall knowledge of legal words and phrases.

6. **Quality Service Orientation**

These questions assess applicants' ability to respond to situations Law Library Assistants may encounter when interacting with the public, court staff and/or other court users.

Law Library Assistant applicants are given three and a half (3 ½) hours to complete the exam.

\* NOTE: A simple calculator will be available on the computer for candidates to use, should it be needed.