

LAW LIBRARY CLERK (JG-14)

Subject of Examination

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

1. **Knowledge of Basic Library Terminology and Practices**
These questions assess applicants' knowledge of library procedures and terminology that relate to routine library tasks.
2. **Library Name and Number Checking**
These questions assess applicants' ability to distinguish between almost identical sets of names, titles, numbers, and codes. To answer the questions applicants must review, compare, and check sets of library-related information to determine if the sets are identical.
3. **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.
4. **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.*
5. **Using Bibliographic Records**
These questions assess applicants' knowledge of the content, layout and use of standard bibliographic records. Applicants are required to review bibliographic records and then answer questions about library holdings which are described.
6. **Quality Service Orientation**
These questions assess applicants' ability to respond to situations that Law Library Clerks may encounter when interacting with the public, court staff and/or other court users.

Law Library Clerk 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.**