



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54305

PROMOTIONAL OPPORTUNITY

POSITION TITLE: LIBRARIAN, PUBLIC APPELLATE LAW LIBRARY **JG: 31**

LOCATION: APPELLATE DIVISION, 4TH JUDICIAL DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$ 99,599

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** Master's degree from an accredited school of library science and six (6) years of work experience in a law library or a library specializing in the social sciences, e.g., political science, economics, business, criminal justice, sociology, two (2) years of which must be in an administrative position; **or** Law degree from an accredited law school and six (6) years of work experience in a law library or a library specializing in the social sciences, e.g., political science, economics, business, criminal justice, sociology, two (2) years of which must be in an administrative position; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under general supervision, a Librarian, Public Appellate Law Library has direct responsibility for a public legal research collection that is specialized, the largest in the Appellate Courts, and serves a very large number of judges, attorneys and the public. They provide professional library service in managing the operations of a large and public Appellate Court Law Library, evaluate existing library systems and services for sufficiency in meeting the needs of the users of the collection, and set standards for the relevance, completeness, and services of these systems. 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. A Librarian, Public Appellate Law Library is responsible for budget preparation, resource allocation, and other administrative duties. They supervise a large staff of Principal Law Librarians, Senior Law Librarians, Law Librarians and clerical personnel, and perform legal research and other related duties.

ASSIGNMENT:

In addition to overseeing the entire library collection and supervising assigned staff, the Librarian will be responsible for long-range library planning and resource management policies.

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. Special arrangements for the disabled may be made by contacting the Appellate Division Human Resources Office at (585) 530-3104 prior to the interview. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

FRANCES E. CAFARELL
CLERK OF THE COURT
APPELLATE DIVISION, FOURTH DEPARTMENT
M. DOLORES DENMAN COURTHOUSE
50 EAST AVENUE
ROCHESTER, NY 14604

POSTING DATE: AUGUST 15, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** SEPTEMBER 6, 2013

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