

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT



**STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT**

ANNOUNCEMENT NUMBER 09034

POSITION TITLE: PRINCIPAL LAW LIBRARIAN JG: 28

**LOCATION: WESTCHESTER COUNTY LAW LIBRARY
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601**

SALARY: \$84,897 + \$3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of permanent, competitive class service in the Senior Law Librarian title or three (3) years of permanent, competitive class service in the Law Librarian title; **or** Master's degree from an accredited school of library science and five (5) 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, one (1) year of which must be in an administrative position; **or** Law Degree from an accredited law school and five (5) years of 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; **or** An equivalent combination of education and experience.

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. Such collections are the largest in the Unified Court System and have access to several automated legal research and library systems, and regularly serve a very large number of judges. In addition, Principal Law Librarians may be responsible for several chambers collections and overseeing the operations of several geographically separate collections (other than those in individual chambers).

ASSIGNMENT: Prepares analyses of effectiveness of library operations and implements changes; Oversees the preparation of budgets; monitors and revises resource allocations to comply with fiscal conditions; Consults with judges, court personnel, and others to identify research alternatives for complex issues and provides information about available legal resources; Trains and supervises subordinate staff, makes work assignments, monitors progress, and evaluates staff performance; Reviews and evaluates legal research materials of all formats to determine items to be added or withdrawn from the collections; Formulates collection development policies suited for the library or collection, monitors effectiveness and initiates revisions as appropriate; Prepares statistical and other administrative reports; May independently perform complex legal research.

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 the court or agency within the next six (6) months. Position(s) available at the present time: 1.

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO E-MAIL 9JDeploymentapps@nycourts.gov (E-MAIL SUBMISSIONS MUST BE SENT IN A SINGLE PDF.) OR SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY ADMINISTRATIVE OFFICE IN A COURT BUILDING OR ON THE WEB AT <http://www.nycourts.gov/careers/ucs5.pdf>) AND RESUME TO:

**NANCY MANGOLD
DISTRICT EXECUTIVE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: SEPTEMBER 22, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: OCTOBER 14, 2010

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