



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 5601

---

**POSITION TITLE:** LAW LIBRARY ASSISTANT **JG: 16**

**LOCATION:** 5<sup>TH</sup> JUDICIAL DISTRICT  
HERKIMER COUNTY

**BASE SALARY:** \$58,100

**CLASSIFICATION:** COMPETITIVE - PROVISIONAL\* (TEMPORARY)

**QUALIFICATIONS:** One year of permanent, competitive class service in the Law Library Clerk title; **or** Certificate from an ABA approved paralegal program; **or** Associate's Degree from an accredited college and two (2) years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department; **or** High school diploma or the equivalent and three (3) years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department.

**\*Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors.**

**DISTINGUISHING FEATURES OF WORK:** Law Library Assistants perform paraprofessional library duties either in support of professional library staff or as the highest level library staff member in a library that has at least one (1) specialized collection and serves ten (10) or more full-time (or the equivalent) judges, law clerks, and court attorneys. Law Library Assistants perform a variety of paraprofessional duties, such as operating library specialized computerized research and cataloging systems, organizing and maintaining the reference collection, applying library policy, reviewing and evaluating requests for information, and obtaining loaned resources by determining the location of each resource. Law Library Assistants may supervise law library and other clerical personnel and perform administrative and related duties.

**ASSIGNMENT:** This position will be assigned to the Herkimer County Law Library. Duties include but are not limited to: conducting bibliographic searches using print materials, legal database services, and/or online search engines; locating requested legal reference material, providing answers to basic reference questions in person or virtually to library users regarding the use of legal materials; assisting supervisors in implementing library programs, legal research programs, and local court initiatives; evaluating collection usage and recommending acquisition and/or elimination of materials; preparing reports regarding library operations for supervising personnel; maintaining library and judicial chambers collections; preparing vouchers and assisting with processing invoices; instructing library patrons in the use of legal reference sources, online databases, and library equipment; collaborating with other library personnel; and performing other duties as assigned. Some travel between courts in the 5th Judicial District may be required.

**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. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) a cover letter and resume by email to [5JDJobs@nycourts.gov](mailto:5JDJobs@nycourts.gov) or by mail to:

DONALD C. DOERR, ESQ.  
DISTRICT EXECUTIVE  
FIFTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
600 SOUTH STATE STREET, ROOM 300  
SYRACUSE, NEW YORK 13202

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

---

**POSTING DATE:** January 13, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 10, 2026

---

**The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.**

---

---