



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

(Amended February 7, 2024)

TITLE: LAW LIBRARIAN (JG-20)

EXAM NUMBER: 45-835

(An examination for the title of Senior Law Librarian (#45-836) will be held at the same time as this examination. The examinations for Law Librarian and Senior Law Librarian have been designed to allow applicants to participate in both examinations at the same time. Qualified applicants may apply for both examinations by filing **separate** applications and paying the required application fee for **each** filing. Please refer to the announcement for Senior Law Librarian (#45-836) for additional information about that examination.)

EXAMINATION DATE

Saturday, June 1, 2024

This computer-based, multiple-choice, three (3) hour examination will be administered by Talogy on June 1, 2024. The examination is given at locations throughout NYS. Applicants will be e-mailed a link on or about May 22, 2024 to self-schedule the examination. Scheduling an examination session is first come, first served and subject to availability. Specific times are not guaranteed. All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time. NYS Unified Court System employees who are regularly scheduled to work weekends shall be granted excused leave to take the exam during work hours in accordance with the applicable collective bargaining agreement or Rules of the Chief Judge.

DISTINGUISHING FEATURES OF WORK

Under supervision of a Principal Law Librarian, Senior Law Librarian or other supervisory court personnel, Law Librarians are responsible for providing professional library service, including legal research assistance, original cataloging, assistance with acquisitions, library management in some libraries, clerical supervision, and collection-related responsibilities. Law Librarians provide information about the legal research collection, maintain the collection according to standard library guidelines, perform bibliographic searches, implement resource sharing and may provide professional-level direction and assistance to library personnel. Law Librarians operate a variety of library and research automation systems, participate in electronic reference and technical consortiums. Law Librarians assist higher-level law librarians in managing large diverse legal research collections in the Unified Court System, or have primary responsibility for operation of a small, less complex legal research collection that serves a small number of judges. In addition to responsibility for a main body of legal research material, Law Librarians may have responsibility for other collections, including those in individual chambers, in one or more separate geographical locations and perform other related library and administrative duties.

LOCATION OF POSITIONS

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System throughout New York State.

APPLICATION PROCESS

A **\$30.00 non-refundable** application fee, plus a **2.99% credit/debit card non-refundable service fee**, is required to file for this examination. Applications for this examination must be filed on-line between **10 A.M. Wednesday, March 6, 2024 and Wednesday, April 3, 2024**. Applicants must have an active e-mail address to complete the application process and to receive self-scheduling links and Result Notices. **An application is considered filed upon receipt of an Application ID Number at time of submission.** Please add the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: no-reply@panpowered.com.

SELF- SCHEDULING LINK

Applicants will be e-mailed a link on or about Wednesday, May 22, 2024 to self-schedule the examination. If you have not received a link by May 23, 2024, e-mail nycucs_support@talogy.com. **All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time.**

MINIMUM QUALIFICATIONS TO COMPETE

To be eligible to compete, applicants **must** by the date of the examination meet one of the following:

1. Possess a Master's Degree in Library Science or Library Information Sciences from an American Library Association (ALA) accredited program.

- or -

2. Possess a Law Degree from a law school accredited by the American Bar Association or the American Association of Law Schools.

Applicants who do not meet the minimum qualifications to compete will be disqualified from the examination without refund of application/service fees.

MINIMUM QUALIFICATIONS FOR APPOINTMENT

At the time of appointment from the eligible list, applicants must have one (1) year of work experience using library automation systems, providing legal reference services or work experience involving library administration. This experience must have been in a library or information center with a significant legal collection.

SUBJECT OF EXAMINATION

The examination will consist of the following three (3) components: (Please note, only applicants who pass the Multiple-Choice Test will be invited to the Legal Research Evaluation and Structured Interview components. These two components will be given at the same time on a subsequent date).

I. MULTIPLE-CHOICE TEST

This component is administered on a computer to assess the following:

Preparing Written Material

Format A - These questions assess applicants' ability to apply the rules of English grammar and usage, punctuation and sentence structure. Applicants are presented with a series of sentences and must select the sentence that best conforms to standard English grammar and usage, punctuation and sentence structure.

Format B - These questions assess applicants' ability to present information clearly and accurately, and to organize written information logically and comprehensibly. Applicants will be presented with several sentences and must select the sequence that effectively organizes them into a coherent and logical paragraph.

Knowledge of Legal Reference and Research - These questions assess applicants' knowledge of reference sources and ability to use online searching techniques to conduct legal research and provide reference services to assist court personnel and the public.

Knowledge of Library Technical Services - These questions assess applicants' knowledge in such areas as integrated library systems, bibliographic records, and collection management.

Library Supervision - These questions assess applicants' knowledge of personnel management, general office supervision, and customer service; as well as applicants' ability to train, motivate, and evaluate staff. Applicants will be presented with hypothetical situations which would typically occur in a library and must select the best answer to address each situation.

Applicants have three (3) hours to complete the Multiple-Choice Test.

II. LEGAL RESEARCH EVALUATION

This component is designed to assess applicants' ability to conduct legal research. Applicants will be given access to the electronic legal databases Westlaw and Lexis. Applicants must prepare short written answers to legal research questions along with a description of the steps taken to respond to the questions.

III. STRUCTURED INTERVIEW

This component is designed to assess applicants' ability to respond to situations that law librarians typically encounter in the performance of their job. The situations will be presented in an interview-based format and applicants' responses will be evaluated by a panel consisting of professional law librarians and court managers. Applicants will be evaluated on dimensions such as: technical and professional knowledge, problem solving and judgment, and oral communication.

Only applicants who pass the Multiple-Choice Test will be invited to the Legal Research Evaluation and Structured Interview components. These two components will be given at the same time on a subsequent date.

SCORING- The Multiple-Choice Test is weighted 50%, the Legal Research Evaluation component is weighted 20%, and the Structured Interview component is weighted 30% of the final ranked score. Only applicants who pass all three components will receive a final score.

INFORMATION FOR OPEN-COMPETITIVE APPLICANTS - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at www.nycourts.gov/careers/. An e-mail address is required to complete the application process and to receive scheduling information and Result Notices. Separate applications must be submitted if an applicant is applying for more than one examination. An application is considered successfully filed upon receipt of an Application ID Number at time of submission.

FILING FEE: A **\$30.00 non-refundable filing fee**, plus a **2.99% credit/debit card non-refundable service fee**, is required for this examination using a credit or reloadable debit card. Please read the announcement and instructions carefully as the filing fee will not be refunded. Employees of the Unified Court System are not required to submit a filing fee. Individuals receiving Supplemental Social Security payments or Public Assistance (Home Relief or Aid to Dependent Children, provided Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency, or are receiving public assistance from the New York City Department of Social Services) are not required to submit a filing fee. An exception will also be made for applicants who are unemployed and primarily responsible for the support of a household.

VETERAN CREDITS: Disabled (10 points) and non-disabled (5 points) veterans who are eligible for extra credit will have the appropriate number of points added to the final rating if otherwise successful in the examination. Eligible veterans should claim the credits when they file the application. Further information regarding instructions for filing and eligibility is contained in the application. If veteran credits are granted, eligibles will have an option to waive them anytime prior to appointment.

VERIFICATION OF QUALIFICATIONS: The Office of Court Administration may refuse to examine an applicant, or after examination, to include an applicant on the eligible list, or may remove or restrict from the eligible list any applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the eligible list.

EXAMINATION RATINGS: Examination final ratings are reported on a scale of 100 with the passing mark set at 70. The passing raw score for the written examination will be determined at a date following the administration of the examination.

SPECIAL ARRANGEMENTS: Applicants who cannot be tested on a Saturday for religious reasons, must include this information on their application. All other requests for alternate test dates must be submitted at least one month prior to the examination date and will be reviewed on a case-by-case basis for compliance with the Alternate Test Date Guidelines of the Unified Court System. Applicants with disabilities who require special arrangements should contact the Coordinator of Special Accommodations at (212) 428-2580 or TDD (telecommunications device for the deaf) at (212) 428-2781 prior to the close of the filing period for the examination.

WARNING: Anyone found unlawfully possessing or disclosing questions and/or answers from civil service examinations, or giving or taking test information from another applicant during or after the examination, or taking a civil service examination for someone else, or enlisting another person to take an examination for another will be subject to disqualification from that examination, may be barred from future examinations with the Unified Court System, and may be subject to other penalties as prescribed by law.

APPLICANTS SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 OR NYCUCS_SUPPORT@TALOGY.COM IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY MAY 23, 2024.

The Unified Court System is an Equal Opportunity Employer.

ISSUE DATE: DECEMBER 19, 2023 (AMENDED FEBRUARY 7, 2024)