

LIBRARY ASSISTANT

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under general supervision, performs a variety of both routine and specialized clerical, technical and public service tasks, as well as manual work, in a law library.

QUALIFICATIONS

One of the following: (A) a high school diploma or GED and four years of work in a library with both reference and technical services experience, or (B) a library science degree (or certificate), or (C) two years of work in a law office dealing with legal information services and legal research, or two years working in a law library, or (D) substantial (2 years) law course work and two years working in a library. Previous work in a law library is preferred. Completion of course work in library science and law is preferred.

Knowledge of case law, constitutions, statutes and court rules; legal research and materials; the legislative process; library confidentiality and ethical standards; reference procedures; and bibliographic organization. General knowledge of court functions, responsibilities and procedures; library methods, practices and terminology; publishing, legal formats and billing procedures. Knowledge of New Mexico law and some Spanish is preferred.

Ability to apply library procedures; analyze and solve library and patron problems; train others in areas of expertise; operate a computer terminal accurately at a reasonable rate of speed; use remote access, database and word processing applications; interpret publishers' inventory codes and identify materials to invoices; communicate effectively both orally and in writing using technical, legal and nontechnical language, as appropriate; explain complex subjects and processes; be informative and responsive to patrons who may be distraught or may have limited understanding of court process, without giving legal advice; establish and maintain cooperative working relationships; maintain confidentiality and use discretion when dealing with sensitive information; use initiative and judgment in working independently while recognizing matters which should be referred to others; and exercise resourcefulness in addressing new problems.

EXAMPLES OF WORK PERFORMED

Primarily responsible for processing materials into the library; sorts mail; removes invoices; verifies invoices confirming accuracy of shipping lists; records receipt of materials; maintains Kardex for supplementation; categorizes materials for accessioning, serials, filing or other handling; stamps materials and invoices as appropriate; maintains statistics on incoming library materials and on supplemental filings.

Provides legal reference services to judges, court personnel, attorneys *pro se* patrons and others, without giving legal advice. Responds to queries by analyzing the query, locating and conveying the necessary information; responds to requests for reference help from other staff.

Instructs patrons in research, including computer assisted legal research, in a manner appropriate to their experience and comfort level. Trains library staff in assigned areas. Trains court personnel in computer applications.

Maintains current loose-leaf materials and other varieties of legal continuations.

Compiles and maintains bibliographies, including those for electronic resources. Selects, enters, organizes and maintains bookmarks of most useful Internet addresses.

Obtains dockets from the Supreme Court Clerk's office; enters data from the dockets and docketing statements into the database; indexes data.

Shelves and files library materials such as books, periodicals, pamphlets and microfiche; checks shelves, performs searches for misidentified, lost or misplaced items; shifts library materials; removes superseded materials from shelves and sorts by disposition (archival, recycled, basement copies).

May perform legal research and write legal memoranda on library related issues affecting the court's operation.

Maintains and increase current knowledge of library science, computer applications and the law through course work and self-study.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The essential functions are representative of the work environment and physical demands an employee may expect to encounter in performing the tasks assigned to this job. Reasonable accommodations will be made to enable an individual with disabilities the opportunity to perform the assigned tasks.

While performing the duties of this job, the employee is regularly required to sit for long periods of time, walk, talk and hear. The work performed frequently requires repetitious hand, arm or finger motions, as well as manual/finger dexterity; the ability to reach above the head; the ability to reach forward with hands and arms; and lift and/or move, push or pull up to 50 pounds. The employee is frequently required to read typed and/or hand written material. The work performed frequently requires close exposure to VDT's, CRT's, UV rays.

Work is performed in an office setting. The noise level in the work environment is usually moderate. The employee may be required to work occasional nights and/or weekends. There are some situations in which the employee may be exposed to unusual amounts of dust, asbestos or book mold. The employee must have the ability to work wearing a safety (Chem-ox) mask. Employee must be able to regularly interact positively with co-workers and the public; work under severe time constraints; and meet multiple demands from several people. Travel may be periodically required for training, meetings and presentations.