

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Assistant Librarian
Job Code: 8045
Pay Grade: 55
FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Provides support to judges, judicial staff, attorneys and the public in the use of Superior Court library resources for legal research and reference in support of court proceedings and the legal system.

ESSENTIAL FUNCTIONS:

- Monitors budget expenditures, encumbrances, and fund status. Maintains accounts and records to assist in budget preparation. Reviews and resolves discrepancies in publisher's monthly statements and monthly county financial reports.
- Provides in person and telephone reference services to judges and their staff, attorneys and the public. Assists and trains library users in the use of computerized legal research, such as but not limited to CDs, Westlaw, and the Internet.
- Monitors and supervises the currency of judicial branch libraries. Creates and maintains judicial collection databases to include inventory, invoices, and payments by judicial divisions.
- Searches remote on-line sites for bibliographic information and creates a copy of descriptive cataloging for review by Director, Law Library.
- Assists Director in the maintenance of on-line catalog, on-order file, authority files, cross-references, and updating law library website.
- Researches and responds to difficult and/or technical reference questions, resolves user complaints and problems and investigates and resolves operational, and technical issues.
- Researches and evaluates multi-media equipment, resources and materials for addition to the library collection or use in library operations evaluating and culling the collection to maintain its' integrity and usefulness.
- Maintains and updates Law Library's archive.
- Supervises and trains personnel to post expenditures in a manual library posting system and in the County's General Ledger system software requiring familiarity of Generally Accepted Accounting Procedures, computer spreadsheet processes and adherence to the Administrative Office of the Court's Guidelines for Accounting Standards.
- Assists with supervision and training of Library Specialists and/or Library Clerks. Reviews and analyzes library staff work performance and library procedures and suggests options or solutions. Assigns fiscal duties to Library Specialists as needed. Oversees the library in the Director's absence.
- Prepares pathfinders, bibliographies and maintains a database of reference questions and sources of previously answered questions.
- Makes recommendations of new title purchases to the Director. Creates and maintains databases for management of information files collected in the law library.
- Makes presentations to customers, schools, organizations and community groups.
- Participates in the check-out/in of library materials, and calculates, collects and accounts for charges for overdue, lost or damaged library materials.
- Serves on system wide committees, task force or design teams to develop new services and guidelines for implementing programs and services.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Maintains legal reference skills through training provided by the American Association of Law Libraries or other professional library organizations.
- Assists Director in cross-training Library Specialists and/or Clerks.
- Performs tests on segments of the library software for accurate performance and data accuracy.
- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles, practices and procedures of library administration and library information science theory.
- Must have knowledge of the legal system and specialized resources in the field of law and legal research.
- Must have the knowledge of desktop computers and computer systems, business software products such as spreadsheets and word processors, database management, the use of the Internet and intranet, and the skills to apply technology to library processes.
- Must have skills in acquisition and cataloging of law library materials and gathering, analyzing and evaluating library related data.
- Must have the ability to communicate effectively with a wide variety of superior court employees including judges, judicial staff, court leadership and administration, vendors, and the general public.

MINIMUM REQUIREMENTS:

A Master’s Degree in Library Science (M.L.S.) from an accredited college or university, and one year of experience in one or more disciplines in a library such as acquisitions, bibliographies, cataloging, or collections and fiscal responsibilities. Or, any equivalent amount of experience, training, and/or education approved by Human Resources.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Director, Law Library. This position performs duties under general supervision. The incumbent may perform as a lead and/or in a supervisory capacity on projects and in the absence of the Director.

Date: 01/03/05

Revised: 05/01/13

Approved by: _____
Hiring Authority

Date

Director, Human Resources

Date