

**Alaska Court System
Class Specification**

STATE LAW LIBRARIAN

Range: 23

EEO4: 01

SOC: 11-1021

Class Code: C3200

Definition:

The State Law Librarian plans, administers, and supervises law library programs and services of the Alaska Court Library system.

Distinguishing Characteristics:

The State Law Librarian is a single position job class. The position reports to the Administrative Director of the Alaska Court System and serves on the Director's senior staff. Daily supervision/coordination may be with the Deputy Administrative Director.

The State Law Librarian independently administers and operates a law library system consisting of a major reference/research facility in Anchorage and several collections of varying scope and complexity.

Supervision Received: The State Law Librarian reports directly to the Administrative Director.

Supervision Exercised: The State Law Librarian has full supervisory responsibility for professional and other law library staff statewide.

Examples of Duties:

Plan, develop, and implement programs and policies for law library systems statewide.

Prepare budget requests and justifications. Monitor expenditures.

Work directly with other administrative staff in issues affecting the entire court system.

Maintain working relationships with publishers' representatives.

Oversee organization and maintenance of court system and law library web sites.

Exercise final responsibility for materials selection and collection development for the law library system.

Work closely with the library's professional staff to review programs and determine policies for the law library system.

Attend and participate in library conferences and training sessions.

Read extensively the literature of the legal/library and information science fields; maintain awareness of developments affecting law library operations.

Knowledge, Skills, Abilities:

The State Law Librarian requires knowledge of:

- The principles and practices of law librarianship;
- Library management;
- Working relationship of law library to court and other general and specialized libraries;
- Principles and practices of budgeting and purchasing in a state institution.

The State Law Librarian requires skill in order to:

- Present library needs and programs to administrative staff and superiors within the court system and to representatives of bar associations and other library users.

The State Law Librarian requires the ability to:

- Gather and analyze data relating to law library operation and prepare and present comprehensive reports;
- Resolve administrative and managerial problems within the law library system;
- Establish and maintain cooperative relationships with professional colleagues.

Minimum Qualifications:

Graduation from an accredited college or university with a Master's Degree in Library Science AND three years of progressively responsible professional library experience including at least one year as a professional law librarian.

OR

Graduation from an accredited college or university with a Master's Degree in Library Science AND a Juris Doctorate (J.D.) AND two years of progressively responsible professional library experience including at least one year as a professional law librarian.

Note: This position is in the partially exempt service; the incumbent serves "at-will" to the appointing authority.

07/86 – Revised

01/99 – Revised

07/08 – Revised

06/11 – Revised, WPA

02/14 – Remove MQQ's

05/15 – Change EEOC and SOC Codes