

**Alaska Court System
Class Specification**

LAW LIBRARIAN

Range: 17

EEO4: 2

SOC: 25-4022

Code: C3201

Definition:

Under the general supervision of the State Law Librarian, a Law Librarian independently performs a full range of advanced professional level library tasks in a law library. Incumbents either: 1) perform specialized professional duties in a particular functional area of librarianship (such as public services or technical services); or 2) are responsible for the oversight, coordination, and supervision of specific law library functions, services, or branches.

Distinguishing Characteristics:

A Law Librarian is a professional job class requiring the application of advanced knowledge of specific library functions such as: classification and cataloging; reference services; circulation; and collection acquisition, development, maintenance, and preservation. Law Librarians analyze, plan, coordinate, obtain, and maintain library services and resources. Duties require the application of a specialized body of knowledge that requires considerable pre-employment education and training. Law Librarians perform needs assessments and provide information to library patrons by utilizing a variety of research techniques and information resources, library programs, and databases. Law Librarians also perform training and outreach. Incumbents may lead or supervise the work of professional, technical, and clerical staff.

A Law Librarian is distinguished from the State Law Librarian by the responsibility of the State Law Librarian for the overall management, supervision, and administration of all law libraries for the Alaska Court System.

Supervision Received: A Law Librarian works independently with minimal supervision.

Supervision Exercised: A Law Librarian may be assigned supervisory responsibility for professional, technical, or clerical staff.

Independent Judgment: The duties of a Law Librarian require a high degree of independent judgment in the performance of professional librarian duties.

Examples of Duties:

Perform reference work of a complex nature, including the use of manual and online legal research systems. Instruct patrons in the use of manual and law library specific databases. Refer patrons to other legal reference resources. Refer only the most complex questions to the State Law Librarian.

Perform original descriptive and subject cataloging and classification of books and other library materials; oversee material processing, including the resolution of complex material acquisitions problems.

Serve as administrator of an automated library system; coordinate implementation of each functional subsystem with vendor and library staff; prepare and present staff training; monitor the system; coordinate upgrades with vendor and IS staff; contact appropriate vendor or IS staff for hardware/software problems.

Evaluate the collection, identify subject areas needing further development; review professional journals and identify materials for acquisition or removal.

Plan, develop, and supervise the online presentation and content of the library web pages.

Manage access, collections, and services at unstaffed branch libraries. Maintain inventory of branch holdings. Visit library locations as necessary. Maintain branch library manual. Resolve branch library problems as necessary.

Participate in library marketing to remote populations, librarians, and the public. Work with other court personnel to promote law library awareness among the judiciary, attorneys, and the general public.

Develop and maintain federal documents collection.

Supervise circulation and interlibrary loan services.

Create user guides; create and conduct training sessions for customers and library staff on information resources and systems.

Serve as curator for special collections; oversee processing, cataloging, conservation, and preservation of collections.

Direct, supervise, train, and evaluate the work of professional, technical, and clerical library support personnel.

Participate in staff meetings and professional organizations; review professional literature in both the practice of law and law librarianship; maintain cooperative working relationships with professionals in both fields.

Knowledge, Skills, Abilities:

A Law Librarian requires considerable knowledge of:

- Library materials, methods, and organization, including the unique relationship between specialized collections and the library community.
- Current trends and practices in the library profession.

- Information retrieval systems, including online databases, catalogs, indices, guides, encyclopedias, and other reference materials used in the library.
- Automated library information systems.
- The methods of classifying, cataloging, and shelf-listing books.
- Legal resources; principles and practices of legal research.
- Working knowledge of book selections techniques and policies to meet the interests of library patrons.
- Working knowledge of supervisory and training techniques.

A Law Librarian requires skill in order to:

- Use legal research tools and bibliographic control.
- Train others in the use of legal research materials and tools.
- Recognize the limits of legal reference service, particularly as related to the unauthorized practice of law.

A Law Librarian requires the ability to:

- Assess specialized needs of users and to provide appropriate resources to fill those needs.
- Identify, adapt, and organize information to meet specific needs; resolve problems; and respond to change.
- Provide instruction on the use of specialized law library resources.
- Locate and compile information, data, or facts from specialized resources.
- Communicate effectively with others, both verbally and in writing.
- Maintain favorable public relations.
- Work effectively and cooperatively with other professional and paraprofessional staff.
- Write reports and correspondence related to library operations; maintain records.
- Fill in for other professional staff.
- Deal effectively with library patrons and the general public.
- Interview candidates for employment and evaluate their qualifications; train, supervise, and evaluate the work of others.

Minimum Qualifications:

A Master of Library Science (MLS), or an equivalent degree, from a college or university accredited by the American Library Association.

AND EITHER

Two years of library work experience.

OR

A Juris Doctor from a college or university accredited by the American Bar Association.

Note: Equivalent degrees include those such as Masters in Library and Information Science, Master of Science in Information Science, Master of Arts in Library Science, and Masters in Librarianship.

Special Note: An applicant who will obtain the required degree within twelve months will qualify to apply. An applicant qualifying under this option may receive a job offer conditional

upon completion of the degree requirement within twelve months and within the probationary period. The applicant must obtain and show proof of the required degree to continue employment beyond the probationary period.

03/07 - Original

12/10 – WPA spec revision; reviewed and corrected crosswalk codes

03/13 – Revised

12/13 – MQs

09/18 – Change SOC Code