

# NEW MEXICO JUDICIAL BRANCH

## LAW LIBRARIAN SENIOR

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

### **SUMMARY**

Under direction maintains Supreme Court Law Library collections, provides advanced research and reference service and oversees library operations. May be assigned supervisory duties in collaboration with the State Law Librarian.

### **QUALIFICATIONS**

**Education:** Master's Degree in Library Science from an American Library Association accredited college or university.

**Education Substitution:** None.

**Experience:** Six (6) years experience as a librarian, cataloging legal publications, overseeing government documents, conducting legal research providing library reference and technical services; or managing an integrated library system.

**Experience Substitution:** Juris Doctor or other relevant graduate level education may substitute for up to two (2) years experience at a rate of 30 semester hours equals one (1) year of experience.

**Other:** Completion of a post offer background check may be required.

**Knowledge:** Knowledge of New Mexico law, constitution and statutes, federal law; rules, civil and criminal procedure; court rules, policies and procedures, structure and operations; reference interview procedures and techniques demonstrating and understanding of the information transfer process; print and digital and interdisciplinary research; advanced Internet search skills; digital publishing; proper English usage, grammar and punctuation; computer applications, electronic information resources and trends; library ethical and confidentiality standards; library automation systems; government documents, including processing, online cataloging, and instructional experience; library acquisitions and the acquisition process; Library of Congress guidelines, machine readable cataloging (MARC) standards and Anglo-American Cataloging Rules 2<sup>nd</sup> (AACR2), guidelines, standards, and schedules on bibliographic organization, database structure and use; Federal Depository guidelines and practices and emerging trends in government information publication and dissemination; legal terminology; safety and security issues; basic financial, cash handling procedures and accounting standards; statistical analysis; computer software applications (i.e., word processing, spreadsheets, databases, court case management system, e-mail and Internet); general office practices, filing systems and office equipment (i.e., telephone, printer, copier, fax, scanner, postage meter, microfiche and reader machine); training concepts; and supervisory techniques.

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**Skill & Ability: Skill in:** researching and retrieving legal and interdisciplinary information; exercising independent judgment; active listening and fact recognition when conducting reference interviews; assimilating information and providing a response; communicating effectively both orally and in writing with diverse parties; maintaining confidentiality and patron privacy; providing patron service courteously and diplomatically; maintaining professional demeanor and composure; utilizing computer applications, including electronic information resource and knowledge of emerging trends in the area; reading comprehension and discerning the content and relative importance of cases, statutes, and other legal information resources; establishing priorities and meeting deadlines; using computer and computer software including word processing, case management and email; running statistical and acquisitions reports; handling money and calculating sums; knowing when to seek assistance and collaborate with other library staff; being organized and detailed oriented; maintaining accurate files and records; filing; typing and entering data precisely. **Ability to:** independently analyze, organize, and solve library and patron problems; make independent and collaborative decisions to create policies and procedures regarding assigned work; train others in legal research, computer applications, library techniques, equipment and procedures; work well both independently and collaboratively; display teamwork, resourcefulness, and ability to adapt to changing work priorities; establish effective and collaborative and cooperative working relationships in a complex and rapidly changing environment; learn quickly and retain information; maintain meticulous attention to detail; work effectively with diverse and sometimes difficult clientele; plan and manage multiple projects; communicate effectively both orally and in writing; develop library instructions; operate library and court equipment; work independently and manage time effectively while handling a high-volume workload in an environment subject to frequently changing priorities; accept management guidance; motivate and mentor others; plan and assign work; apply relevant policies and procedures to assigned work; provide meaningful employee feedback and performance evaluations; provide effective coaching and constructive criticism; mediate and manage conflict; understand fiscal management and reporting; and participate in legislative advocacy.

### EXAMPLES OF WORK PERFORMED

**Library Management** - Formulate and review library policies; compile, analyze and report statistics to fulfill legislative requirements and to aid in making administrative decisions on library activities and procedures; assess library supply and equipment needs, evaluate products and compatibility, and select supplies and equipment; compose or edit miscellaneous legal documents, path finders, legal, manuals, maps, and guides; ensure computers, printers, photocopiers, and other library equipment are functioning; prepare reports used for budgets and assist in budget preparation; research, develop, coordinate, track and assist with legislative initiatives; track bills and perform bill analysis; mentor and train staff in library procedures; communicate changes in library processes, rules and systems; participate on interview panels for vacant positions and provide appropriate recruitment support; and serve on judicial committees and commissions as assigned by the State Law Librarian. **Digital Resources Management** - Selects and loads updated software on staff and patron computers; consults with the State Law Librarian and the Judicial Information Division regarding the acquisition of specific computer technology; update library patron databases such as OneSource of Law, Bureau of National Affairs, CCH and other legal research CD or DVD products; train patrons and staff on the use of digital legal information; serves as Library's expert on purchase and maintenance of software and computer hardware; provide informal training on use of new software; and serves as Library's expert on access to digital legal information. **Reference & Circulation Patron Services** - Provide research and reference services to assist and provide patrons with legal and government documents,

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treatises, law reviews, reporters, statutes, encyclopedias, forms (including library-produced forms), access to online search utilities, or direct disembodied information; analyze inquiries, locate and convey information, without giving legal advice; maintain confidentiality of library patrons and records; instruct attorneys, patrons, library and other court/legal staff in traditional and computer-assisted research procedures; check out books electronically, issue library cards; and instruct patrons in the use of copiers, microform reader-printers, computer applications, and printers.

**Develop and administer the legal information collection** - Evaluate and analyze legal information collections; analyze library workflow and design functional operations; provide suggestions and advice on new titles and materials for acquisition; plan for space needs and physically organize collection; update legal materials; superintend microfiche, digital and electronic titles and materials collection; receipt all incoming monies appropriately; ensure accurate fees are paid and recorded; balance and reconcile daily cash receipts; prepare and maintain associated reports; evaluate binding needs; and ensure proper classification.

**Outreach & Training** - Instruct and participate in internal collaborative training; inform judiciary and library staff of notable acquisitions; perform outreach by presenting seminars to state and public libraries, attorneys, and other interested parties, on various legal research topics and resources; maintain awareness of current developments in statutory law, case law, library science; participate, and attend library science, computer applications, legal continuing education activities and library programs at state and national library conferences and other appropriate duties as assigned.

**Acquisitions** - Analyze order requests for selected titles and materials, research vendor and bibliographic information, negotiate with vendor for availability, purchase and delivery while utilizing appropriate fiscal coding; confirm all transactions with publishers are valid; code and process invoices appropriately; correspond and negotiate with publishers regarding transactions or disputes; cancel subscriptions per library retention schedules, budgetary and space constraints, and user needs; develop and maintain acquisition's database; supervise and perform the disposal and deaccessioning of books and other materials.

**Cataloguing** - Supervise and perform the cataloguing and classification of books, government documents, serials, CD-ROMs, audio and videotapes and the processing of all materials in the library in accordance with library procedures, SuDoc classification regulations, Library of Congress guidelines, MARC and AACR2 standards.

**Government Documents Management** - Follow policies outlined by Chapter 19 Title 44 of the U.S. Code, the Federal Depository Library Manual and Law Library Policies; review policies, rules and regulations promulgated by GPO to ensure compliance with Federal Depository Library Programs Standards to maintain the library's status as a Federal Government Depository; prepare and stand for GPO Depository Library Inspections, to ensure continued Depository status; participate in GPO Biennial Surveys; select and cancel materials in accordance with GPO regulations, user needs, and library space constraints; and analyze problems and negotiate procedures or policy changes with the Regional Depository Librarian.

**Supervision** - **May** provide direction and oversight to library staff, as assigned; track daily attendance and approve leave requests and time sheets in the State Law Librarian's absence; and prepare and administer employee performance evaluations in collaboration with the State Law Librarian.

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### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office or library setting. The employee is expected to be punctual and to adhere to assigned work schedule. The employee must regularly interact positively with co-workers and the public; work under severe time constraints and meet multiple demands from several people. The work performed frequently requires prolonged use of computers, repetitious hand, arm and finger motions as well as manual/finger dexterity. The employee must be able to walk, talk, hear, climb ladders, kneel, stoop; move, lift, pull and carry up to fifty pounds, and lift up to five (5) pounds overhead; reach above the head and forward with hands and arms; be on call, work overtime and flexible work hours including weekends and holidays and travel occasionally. The employee must be able to work wearing a safety (Chem-ox) mask.

The employee may be required to sit for long periods of time, stand for hours. The employee may be exposed to fluctuating building temperatures and unusual amounts of dust and book mold.