

NEW MEXICO JUDICIAL BRANCH

LIBRARY TECHNICIAN

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

SUMMARY:

Under direct supervision, assist in the maintenance of the Supreme Court Law Library collections; provide clerical assistance, limited technical computer and equipment support to enhance Library operations, customer service; and maintain files and records.

QUALIFICATIONS:

Education: High School diploma or GED required.

Education Substitution: None.

Experience: Two (2) years of experience working in a library or related field.

Experience Substitution: College level course work in library science, record's management, paralegal studies, or related discipline may substitute for up to one (1) year of 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 Library of Congress guidelines, machine readable cataloging (MARC) standards and Anglo-American Cataloging Rules 2nd (AACR2), OCLC (online Computer Library Center); computer software applications (i.e., word processing, spreadsheets, databases, e-mail and Internet); general office practices and equipment (i.e., telephone, printer, copier, fax, scanner, postage meter, microfiche and reader machine); proper English usage, grammar, punctuation, vocabulary, and spelling; library and office filing systems; cash handling procedures; customer service practices; library ethical and confidentiality standards; manual and computer assisted legal research; serial circulation, integrated Library Systems, circulation, and check-in; the legislative process and government documents processing; and legal publications, including statutes, reporters, law reviews, and secondary resources; book archiving and preservation techniques.

Skill & Ability: **Skill in** being organized and maintaining meticulous attention to detail; maintaining accurate files and records; filing; typing and entering data precisely; maintaining professional demeanor and composure; knowing when to seek direction and collaborate with other Library staff; utilizing computer applications, including electronic information resources; communicating effectively both orally and in writing with diverse parties; and establishing priorities and meeting deadlines. **Ability to** operate a personal computer, office, court and library equipment; perform book repair and restoration; communicate effectively both orally and in writing; receive and follow directions and apply relevant policies and procedures to assigned work; accept management guidance; work both independently and collaboratively; display teamwork, resourcefulness, adapt to changing work priorities; provide patron service courteously and diplomatically; learn quickly and retain information; to read typed and hand written materials; maintain accurate files and records; follow

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Federal Depository guidelines and practices, emerging trends in government information publication and dissemination; work effectively with diverse and sometimes difficult clientele; multi-task and take direction from more than one person.

EXAMPLES OF WORK PERFORMED

Assist librarians in the in-take, organization, physical processing, and shelving of library materials, including: checking new items into the integrated library system; attaching items to bibliographic records on the integrated library system; processing items by adding property stamps and bar codes; placing items in the correct place in the collection; updating materials, including replacing old volumes and pocket-parts; interfiling material in looseleaf reporters and treatise; discarding of library materials, including deaccessioning, cutting the spines off of obsolete books using electric guillotine, recycling materials; shelf-reading and shifting books within the collection; filing microfiche; assist at the Reference Desk as needed; prepare documents for signature; copy; fax; stamp and file documents; process and distribute mail; maintain logs; ensure computers, printers, photocopiers, and other library equipment are functioning; repair damaged books; attend training, meetings and presentations; and other associated duties as assigned.

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.