

LINN COUNTY CLASSIFICATION

TITLE: LAW LIBRARIAN

NUMBER: 515

APPROVAL ORDER NUMBER: 2015-317

PAY RANGE: 07

DATE: September 01, 2015

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Manage and perform a variety of responsible librarian duties for Linn County's Law Library.

SUPERVISION RECEIVED: Works under the general supervision of the Linn County Administrative Officer for purposes of personnel, performance evaluation and pay matters. Work assignments and work priorities will be set by the Administrative Officer with the advice of the Linn County Law Library Advisory Committee.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of this position but the incumbent will direct the work activities of temporary employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Manage the Law Library operations and activities and arrange for temporary employees when needed. Arrange for facility, furnishings and equipment repairs and maintenance as needed.
2. Assist patrons in locating library materials (books and online); copying and printing library materials; send information to local attorneys regarding changes in the Law Library.
3. Develop and maintain a recordkeeping system for ordering, receiving and processing new library books and materials and computer-based library sources.
4. Receive and process mail; speak with publisher's sales agents; negotiate online legal research contracts. Answer phones; schedule and oversee use of conference room. Process invoices for payment.
5. Maintain the library collection by adding/shelving books and filing pocket parts and supplements. Maintain records of books checked out and notify users when books are overdue. In addition, maintain library computer-based materials to include hardware and software requirements.
6. Prepare and submit the annual budget to the Administrative Officer and Law Library Advisory Committee for approval. May present the budget to the County Budget Committee.
7. Coordinate, attend and serve as secretary for meetings of the Law Library Advisory Committee.

8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Basic knowledge of library procedures including maintaining and using a variety of reference materials; library functions and terminology; and recordkeeping principles and practices. Working knowledge of Outlook; Office (Word, Excel, Access and Publisher); Internet; Westlaw and other online legal resources.

Ability to prepare records of library usage; communicate effectively both orally and in writing; provide law library services to a variety of users; establish and maintain cooperative working relationships and be tactful and adept in dealing with a variety of people.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school plus three years experience as a legal secretary or possession of a law degree; law librarian experience is desirable or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms and ability to reach items on shelves of varying heights. The work requires the ability to lift or move thirty (30) pounds.