



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Law Library Assistant

Title of Immediate Supervisor:	Citizen Access Coordinator
Department/Division:	Supreme Court Law Library
Pay Grade/FLSA Status:	9 / Non-Exempt
Job Titles Accountable For:	None

General Summary or Purpose

The Law Library Assistant performs clerical library functions involving the acquiring, cataloging, arranging and lending of books and other materials. Assists judges, attorneys, court staff and other patrons by locating reference sources for legal research.

Positions assigned to this classification follow library administration routines and processes established by other library positions and require no specialized training but do require previous library experience to perform the requirements of the job. The Law Library Assistant differs from the Assistant Law Librarian in that the later classification requires an Associate's degree in addition to relevant work experience.

Major Responsibilities & Essential Functions

1. Sorts and processes incoming materials, shelves books and materials, prepares materials for bindery, processes lending and return of library materials including relocation of materials in law library and judges chambers. During the legislative session, retrieves bills, journals, calendars and legislative print-outs.
2. Performs cataloging in accordance with established instructions and procedures and processes all government depository material.
3. Provides reference and research services to court personnel and the public and photocopies, faxes or mails legal research material as requested by patrons.
4. Processes inter-library loans as requested by justices, staff and other libraries.
5. Files supplements and legislative materials to maintain currency of publications for law library, judges' chambers and court administrator.
6. Processes accounts receivable billings and monitors overdue library materials.
7. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires a high school diploma or general education and two years of library experience or related job experience.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Knowledge of judiciary's library cataloging procedures.
- Knowledge of inter-library loan policies and procedures.
- Knowledge of the fundamentals of legal research methods and resources.
- Knowledge of legal terminology.

Skill Requirements

- Library cataloging skills.
- Interpersonal and customer service skills adaptable to a diverse range of patrons.



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- Skilled in the use of word processing, electronic spreadsheet, database and specialized library software.
- Ability to proficiently use required software programs.
- Math skills associated with basic accounting and bookkeeping procedures.

Physical Requirements

- The essential functions of the job typically require: sitting, stooping, crouching, kneeling, standing, walking, climbing, talking, hearing, seeing, feeling, reaching and fingering requirements or other reasonable methods that accommodate an individual in completing the essential functions of the job.
- Employee is exposed to few, if any, adverse environmental conditions.
- Physical requirements can typically be characterized as **Light**: Work involves exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. frequently, and/or a negligible amount of force frequently or constantly to move objects.

Job Classification History

- Assistant Law Librarian was last reviewed and updated 06/05/98 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/01 by BCC.
- Updated description 1/2/02 by BCC based on dept. comments.
- Minor changes approved by Supreme Court on 2/1/14.
- On 7/30/14, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- On 8/26/20, the Supreme Court approved the Career Ladder Elimination Pilot Project which eliminated the career ladders in pay grades 1-6. The qualifications for the career ladder II positions became the new base requirement. The position titles remained the same except for the removal of the I and II. The non-career ladder III titles changed to senior deputy supreme court clerk and deputy clerk of district court supervisor.