



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Assistant Law Librarian

Title of Immediate Supervisor: Citizen Access Coordinator

Department/Division: Supreme Court Law Library

Pay Grade/FLSA Status: 12 / Non-Exempt

Job Titles Accountable For: None

General Summary or Purpose

The Assistant Law Librarian is responsible for assisting in the administration and supervision of the Supreme Court Law Library and assisting patrons by conducting basic legal research and reference work.

Positions assigned this classification follow library administration routines and processes established by others but still require specialized training and experience to perform the requirements of the job. The Assistant Law Librarian differs from the Supreme Court Law Librarian in that the later classification requires an advanced professional degree in order to develop and maintain an appropriate library collection for judiciary and public reference and to develop and implement library policies and procedures for others in the department to follow. The Assistant Law Librarian differs from the Law Library Assistant due to the senior level of occupational knowledge and skills, education and experience requirements and operational responsibility in the absence of the Citizen Access Coordinator.

Major Responsibilities & Essential Functions

1. Assists in supervising and performing daily maintenance of the law library collection: shelves books and materials, lends and receives return of library materials, updates law books and reference services and catalogs in accordance with established instructions and procedures.
2. Explains the use of all library facilities to patrons and assists in performing complex and routine legal research services. Teaches legal research methods to court interns and new employees.
3. Assists in the evaluation of existing library materials and services and in the selection of books and other library materials.
4. Processes billings, resolves discrepancies, maintains accounts and prepares financial reports.
5. Assumes responsibility for the operation of the library in the absence of the Citizen Access Coordinator.
6. Performs other duties of a comparable level or type.

Minimum Qualifications

Requires an associate degree in library science or a related area and three years of library experience or related job experience.

or
High school diploma or GED and five years of library experience or related job experience.

Certifications or Licensing Requirements: (prior to job entry)

None.

Knowledge Requirements

- Knowledge of the principles, methods and procedures of library administration.
- Knowledge of library cataloging procedures.
- Knowledge of legal research methods and resources.
- Knowledge of legal terminology.
- Knowledge of judiciary administrative procedures and policies as impacts the duties of this classification.



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Skill Requirements

- Skilled in providing technical direction and guidance to clerical staff.
- Interpersonal and customer service skills adaptable to a diverse range of patrons from justices to prison inmates.
- Library cataloging skills.
- Skilled in the use of word processing, electronic spreadsheet, database and specialized library software.

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 constantly to move objects.

Job Classification History

- Assistant Law Librarian was last reviewed and updated 6/5/98 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.
- Other 6/29/22, the Supreme Court approved amendment of the minimum qualification to include the option of five years of library experience or related job experience and other minor changes.