



NORTH DAKOTA COURT SYSTEM CLASSIFICATION DESCRIPTION

Assistant Law Librarian

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| Title of Immediate Supervisor: | Director of Law Library |
| Department/Division: | Supreme Court Law Library / Supreme Court |
| 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.

Major Responsibilities & Essential Functions

1. Assists in supervising and performing daily maintenance of the law library collection: sorts and processes incoming library materials, shelves books and materials, lends and receives return of library materials, monitors overdue library materials, and updates library materials.
2. Performs cataloging in accordance with established instructions and procedures and processes all government depository material.
3. Explains the use of all library facilities to patrons and teaches legal research methods to court interns and new employees.
4. Provides complex and routine legal reference and legal research services to court personnel and the public.
5. Processes inter-library loans as requested by justices, staff, and other libraries.
6. Files supplements and legislative materials to maintain currency of publication for law library, justices' chambers, and court administrator.
7. Assists in the evaluation of existing library materials and services and in the selection of books and other library materials.
8. Processes billings, resolves discrepancies, maintains accounts, and prepares financial reports.
9. Assumes responsibility for the operation of the library in the absence of the Director of Law Library.
10. Performs other duties of a comparable level or type or as assigned.

Minimum Qualifications

Requires a high school diploma and five years of related experience. Any combination of education, training, or experience which demonstrates the ability to successfully complete the major responsibilities and essential functions may be substituted for the experience requirement.

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 court system 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.
- Proficiently uses required software programs.

Physical Requirements

- The essential functions of the job typically require: grasping, 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.
- Work is performed in a comfortable office work environment.
- 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 6/5/1998 by North Dakota Unified Judicial System.
- Classification description revised and updated 3/1/2001 by BCC.
- Updated description 1/2/2002 by BCC based on dept. comments.
- Minor changes approved by Supreme Court on 2/1/2014.
- On 7/30/2014, the Supreme Court approved amendment of the Physical Requirements section of all job classifications to comply with the Americans with Disability Act.
- Other 6/29/2022, 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.
- On 9/11/2024 effective 10/1/2024, the Supreme Court approved the Personnel Policy Board recommendations from the Classification and Compensation Study completed by Evergreen Solutions, Inc.