

NORTH DAKOTA UNIFIED JUDICIAL SYSTEM  
CLASSIFICATION DESCRIPTION

**TITLE: Supreme Court Law Librarian**

<b><u>Title of Immediate Supervisor:</u></b> Chief Justice	<b><u>Department:</u></b> Supreme Court Law Library	<b><u>FLSA Status:</u></b> Exempt
<b><u>Accountable For (Job Titles):</u></b> Assistant Law Librarian, Law Library Assistant, Citizen Access Coordinator, Citizen Access Paralegal	<b><u>Division:</u></b>	<b><u>Pay Grade Assignment:</u></b> 22

**General Summary or Purpose:**

The Supreme Court Law Librarian is responsible for overseeing the operation of the Supreme Court Law Library which provides legal reference services to state and local courts, attorneys, state agencies and other library patrons. Oversees the operation of the Citizen Access Program and the Self-Help Center.

Positions assigned to this classification establish library administration processes and require specialized training and experience to perform the requirements of the job. The Supreme Court Law Librarian differs from the Assistant Law Librarian in that the former classification requires advanced professional degrees in both law and library sciences 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 to follow in the department.

<b><u>Duty</u></b>	<b><u>Major Responsibilities &amp; Essential Functions:</u></b>
1.	Develops, plans and submits recommendations on law library policies and services. Confers with justices and makes decisions concerning operational issues and organization needs; assists in planning and evaluating law library services for the state prison.
2.	Develops, analyzes and coordinates law library budget estimates and controls expenditures to administer approved budget; evaluates collection and approves proposals for development of collections and equipment.
3.	Selects and appoints law library personnel. Schedules their work assignments; supervises the cataloging and inter-library loan functions.

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<b>Duty</b>	<b>Major Responsibilities &amp; Essential Functions:</b>
4.	Oversees the Citizen Access Program, selects and appoints the Citizen Access Coordinator. Helps develop and evaluate forms and serves as a Self Help Center resource and back-up.
5.	Negotiates with vendors and manages contracts for online legal research services and materials.
6.	Provides information on library activities, facilities, rules and services; explains use of reference sources to locate information; maintains procedures for borrower files, issues and receives materials for circulation or for use in the library.
7.	Searches catalog files and shelf collection to obtain materials and assist patrons with legal research problems by performing complex reference work.
8.	Selects and orders books and other materials for library use; prepares annual inventory and replacement costs of collections for insurance purposes; maintains a continuing program for the selection of materials needing rebinding, mending and repair; disposes of unneeded materials.
9.	Serves as a consultant to district courts on research needs and resources.
10.	Provides staff services to various judiciary committees and serves on various outside committees such as the State's Blue Book Committee, ODIN Advisory Council and others.
11.	Performs other duties of a comparable level or type.

**Minimum Qualifications:** (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a law degree and a masters degree in library science or a related area and at least three years of previous library administration experience or related job experience.

**Certification or Licensing Requirements** (prior to job entry):

None.

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### **Knowledge Requirements:**

- Considerable knowledge of the principles, methods and procedures of library administration.
- Considerable knowledge of current law and legal terminology.
- Knowledge of legal research methods and resources.
- Knowledge of the principles of supervision and management.

### **Skill Requirements:**

- Skilled in providing technical direction, guidance, and supervision over para-professional and clerical staff.
- Skilled in the performance of legal research.
- Interpersonal and customer service skills adaptable to a diverse range of patrons.
- Strong written and verbal communication skills to provide reports and presentations to the judiciary and to various internal and external committees.
- Analytical skills to review operating issues, make cogent recommendations and to develop and maintain an effective library collection to meet the needs of the judiciary and the public.
- 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 may be required to travel in the performance of the job. Employee does have control over travel schedule and can adjust schedules due to adverse weather or travel 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.

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**Job Classification History:**

Supreme Court Law Librarian was last reviewed and updated 12/10/97 by North Dakota Unified Judicial System.

Classification description revised and updated 3/1/01 by BCC.

Updated 1/2/02 by BCC based upon dept. comments.

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.

Effective 7/1/15, Supreme Court approved amendment of additional oversight of citizen access coordinator and self-help program.

Updated "Accountable For" section. 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.