

PLEASE POST



UCS-23
EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

State of New York
Unified Court System - 8th Judicial District

Announcement # 08005

POSITION TITLE: LAW LIBRARY ASSISTANT - PART-TIME **JG: 16**

LOCATION: 8th DISTRICT SUPREME COURT LAW LIBRARY
77 WEST EAGLE STREET, BUFFALO, NEW YORK 14202

BASE SALARY: \$22, 252 PER YEAR

CLASSIFICATION: COMPETITIVE - THIS WILL BE A TEMPORARY APPOINTMENT FOR APPROXIMATELY SIX (6) MONTHS.

QUALIFICATIONS: One year of permanent, competitive class service in the Law Library Clerk title; **OR** Certificate from an ABA approved paralegal program; **OR** Associate's Degree from an accredited college and two (2) years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department; **OR** High School diploma or the equivalent and three (3) years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department.

While these are minimum qualification for this title consideration may be given to education and experience directly related to the assignment.

DISTINGUISHING FEATURES OF WORK:

Law Library Assistants perform paraprofessional library duties either in support of professional library staff or as the highest level library staff member in a library that has at least one (1) specialized collection and serves ten (10) or more full-time (or the equivalent) judges, law clerks, and court attorneys. Law Library Assistants perform a variety of paraprofessional duties, such as operating library specialized computerized research and cataloging systems, organizing and maintaining the reference collection, applying library policy, reviewing and evaluating requests for information, and obtaining loaned resources by determining the location of each resource. Law Library Assistants may supervise law library and other clerical personnel and perform administrative and related duties.

ASSIGNMENT:

The subject appointee will be assigned to provide paraprofessional library duties for the Supreme Court Library in Buffalo as directed by the Principal Law Librarian.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next three (3) months. Position(s) available at the present time: 1.

All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Marie Villari
Senior Management Analyst
8th District Administrative Office
92 Franklin St.
Buffalo, New York 14202

Applicants are encouraged to complete the EEO data collection form.

POSTING DATE: **JUNE 23, 2010** APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: **JULY 15, 2010**

The New York State Unified Court System is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply. Special arrangements for the disabled may be made by contacting the 8th Judicial District Administrative Office at (716)845-2505 prior to interview.