



CLASSIFICATION NO. 251
Established: 5/19
FLSA: Non-Exempt
EEO: 5

LAW LIBRARY ASSISTANT

CLASS CHARACTERISTICS

Under general supervision, to provide assistance and guidance to patrons in the use of law library resources and services; to perform collection maintenance and other established law library support procedures and services; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Alden E. Miller Law Library of Clackamas County is a legal research, resource and reference center for the public, attorneys and judges within Clackamas County. The Law Library Committee appointed by the Clackamas County Bar Association helps administrate this Law Library.

The Law Library Assistant provides customer service to patrons. Incumbents are expected to be familiar with library procedures, tools and techniques and with navigating through print and electronic law library collections and systems. Incumbents direct patrons regarding law library policies and may provide assistance in selection of books and legal research navigation.

Law Library Assistant differs from Library Assistant which performs a variety of routine library support and circulation duties with a primary focus on direct patron service. It also differs from Librarian 1 which provides professional library services and programs such as reference and readers' advisory, collection development, programming, and evaluation of services and long term needs.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Greets patrons and provides assistance and guidance via in person, telephone, and online; determines general area(s) of need; assists patrons in navigating through print and electronic law library collections and systems; provides information on types and locations of legal research and reference materials; assists patrons in obtaining access to specialized law library materials using online and print resources; explains and demonstrates use of online catalog, databases, and library classification systems; answers patron inquiries regarding Law Library accounts, services, facilities, policies, collections and programs, and refers inquiries as appropriate to higher level staff; keeps tally of patron use.
2. Answers ready-reference type questions where answers are factual and easily located using resources available in Law Library and do not require application of professional-level librarian skills, training and judgment; refers other reference and research queries to librarian staff within Law Library.

3. Provides remote reference assistance; performs general reference services using online legal research databases; locates materials to fill online requests through email to attorneys, judges, and their staff; processes requests from Clackamas County Jail inmates for legal information using online subscription databases.
4. Prepares incoming print and non-print materials for collection; adds call number stickers, bar codes, spine labels, repackaging; prepares and sends materials for bindery; assists in basic data entry related to cataloging.
5. Performs collection and shelf maintenance activities; files, updates and shelves print legal research materials including loose leafs, pocket parts and other supplements to maintain currency of publications; inventories collection to identify missing and/or damaged materials, and pages missing from Continuing Legal Education and other materials; shifts and shelves materials; assists in removing out of date materials; identifies and makes corrections to electronic files and materials such as file paths; reads specialized call numbers and works with complex pagination; communicates with legal publishers for collection maintenance.
6. Assists in keeping the Law Library facilities clean and orderly, including copy/print room, conference rooms; creates and helps maintain conference room calendars; tidies and cleans carrels, workstations, etc. and performs shelf straightening; monitors supplies and informs Law Librarian when supplies are needed; follows arriving or departing, and opening or closing procedures including shutting down equipment and securing premises.
7. Processes interlibrary loan requests with other law libraries including requesting or providing materials; enters request and coordinates with responding law library to receive material; checks material into circulation and notifies patron; communicates with patrons, internal and external staff regarding outstanding requests.
8. Participates in collection development conversations; provides information regarding patron demand; participates in review of material for possible acquisition.
9. Assists in evaluating current Law Library services and anticipating future needs.
10. Assists higher level Law Library staff with special projects such as labeling, organizing, updating documents and assisting with events or programs; may assist in training of new volunteer staff.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Library methods, procedures practices, and terminology; library classification system; library collection location; library cataloging and classification methods and procedures; basic English composition, spelling, and arithmetic; general techniques and principles of reference service; computer equipment and related library software; word-processing; data entry and record keeping systems.

Some knowledge of: Law library principles; public law library policies and procedures; traditional and computer assisted legal research; reference assistance; collection development.

Skill to: Deal tactfully and courteously with the public served; effectively perform a wide range of responsible clerical and library duties; communicate effectively in both written and oral manner with other staff, the general public and other patrons of the library; plan programs; perform

multiple tasks simultaneously; assist in the preparation of concise and accurate records; effectively learn and use existing reference materials; perform detailed and more complex tasks with accuracy; utilize computer system for input, search and retrieval of information; collect, search, process and interpret data; interpret and apply rules and standards of the County library system; assist in overseeing the work of staff as assigned; establish and maintain effective working relationships with other employees, the general public and staff of other libraries; promote library activities to ensure effective operations.

WORKING CONDITIONS

Duties require continuous walking/moving, standing for extended periods, frequent squatting, kneeling, bending, twisting, reaching forward and overhead, fine motor control, and the ability to lift 35 pounds, lift and carry 20 pounds, overhead reach 5 pounds, push/pull 20 pounds, and lower 50 pounds. Duties also involve exposure to dust and odors/fumes including strong perfumes.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with state and federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.