

ORANGE COUNTY PUBLIC LAW LIBRARY

LAW LIBRARY ASSISTANT II/EVENING OR SATURDAY SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform duties in support of law library public and technical services operations including circulation, reference, book shelving, loose-leaf filing and book repair; to provide lead supervision and to coordinate activities of shift personnel as assigned; to assist patrons in circulation and reference desk activities; to maintain a variety of records and files; and to perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Law Library Assistant series. Employees within this class are distinguished from the Law Library Assistant I by the performance of the full range of duties as assigned including providing legal reference assistance to patrons or exercising lead supervision and training over lower level staff on an assigned shift. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Law Library Technician in that the latter performs more complex duties involving the use of complex computer programs and systems such as budget, circulation or cataloging.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level librarian staff.

Exercises functional and technical supervision over lower level library staff.

JOB DUTIES -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Duties:

1. Perform general circulation duties; assist patrons; interpret and explain law library policies and procedures; check materials in and out; open accounts and issue library cards; collect monies for overdue books; locate and reserve books and media for circulation; update collection lists and other records.
2. Perform general reference desk duties; assist patrons in locating and using reference materials; instruct patrons in the use of law library equipment including microfiche readers, computer catalogs, CD-ROM terminals and other on-line services.
3. Exercise lead supervision and training over lower level library staff in general duties including shelving, loose-leaf filing and related activities as assigned; ensure that proper library opening and closing procedures are followed

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4. Report all non-routine incidents involving public safety or library property to higher level supervisors; make and handle all contact with appropriate emergency personnel as needed.
5. Perform general materials duties; file loose-leaf materials; re-shelve books; re-file periodicals; shelf read books in an assigned area.
6. Operate and/or maintain a variety of equipment which may include computers, cash register, copier, telephone, fax machine, typewriter, copy card machine and change machine; service minor repair problems and report major problems to supervisor.
7. Compile information to provide data for statistical summaries and reports; maintain records and files.
8. Responsible for the safety and cleanliness of the work area.
9. Perform related duties and responsibilities as required.

Other Duties:

1. Assist in recommendations for collection and equipment acquisitions; propose elimination of obsolete materials.
2. Assist in the development and implementation of new and revised policies, procedures, forms and materials used in library operations.
3. Assist in updating and distributing of informational materials in collection lists, bulletin boards and related media.
4. Attend and participate in department and staff meetings, as necessary.

QUALIFICATIONS

Knowledge of:

Law library procedures, methods and practices including classification, cataloging and research techniques.

Methods and techniques of library indexing, filing and record-keeping.

Methods and techniques of locating and shelving books and periodicals.

Law library reference sources.

Materials and equipment used in law library research including computers, CD-ROM equipment and on-line search databases.

Principles of lead supervision and training.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Office equipment including computers and supporting word processing and spreadsheet applications.

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Knowledge of (*continued*):

Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Perform library circulation and reference work.

Assist library patrons with questions and research.

Maintain files and records.

Lead and train lower level library staff.

Operate law library equipment including computers, CD-ROM and other on-line databases.

Understand and follow oral and written instructions.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Communicate clearly and concisely, both orally and in writing, with all levels of employees and management, as well as with the public and outside vendors.

Resolve conflict appropriately and effectively resolve problems.

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective visual, listening and perception skills needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Experience and Education Guidelines

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible library experience, preferably in a public law library.

Education:

Equivalent to the completion of the twelfth grade, supplemented by college level, business school or paralegal course work.

WORKING CONDITIONS

Environmental Conditions:

Public Library and office environment.

Physical Conditions:

Essential and Other Duties may require maintaining physical condition necessary for walking, standing, sitting or repeated bending for prolonged periods of time; light lifting and carrying.