

CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

Personnel Class Specification

ASSISTANT LAW LIBRARIAN

DEFINITION OF CLASS

The Assistant Law Librarian serves as the principal assistant to the Law Librarian in the operation of the Montgomery County Circuit Court Law Library, as well as the libraries in judges' chambers and other court offices. This position deals with various levels of library patrons and is responsible for providing equitable information services to the public, legal community, judicial officers and court personnel. Employee must have experience with and an in-depth understanding of legal research.

Employee is expected to have a thorough knowledge of Court organization, office practices and make independent decisions in dealing with the public and employees. Information obtained in the course of the performance of these duties may be confidential or private in nature. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion.

The Assistant Law Librarian reports directly to the Law Librarian and is ultimately responsible to the Court Administrator.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that either an employee, or the court, may terminate the employee relationship at any time, with or without cause. There are no contractual relationships between the Circuit Court and an employee; letters, benefit or policy statements, performance evaluation, handbooks, or other employee communications should not be interpreted as such. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents.

EXAMPLES OF ESSENTIAL FUNCTIONS

To be successful, the employee in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. This job description reflects management's assignment of essential functions. It is not an exhaustive list of responsibilities and does not prescribe or restrict various additional diversified tasks and assignments that may be required by Judicial Officers and/or the Court Administrator.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in the administration, development and daily operation of the law library. Also assist with various library and courthouse projects, access to justice initiatives and library events.
- Perform all duties of the Law Librarian in his/her absence.
- Perform reference services using print and online resources for judges, court staff, attorneys and the public.
- Instruct patrons in the use of library systems and technology and provide general information on the use of library facilities and services.
- Assist the Law Librarian with recommending, developing and supervising reference and customer service procedures that provide equitable service and meet the research needs of varied library patrons in a manner reflecting professional law library theory and practice.
- Develop and maintain library's integrated library system and online public access catalog. This includes instructing staff; troubleshooting; and cataloging print, online and electronic resources.
- Write and graphically design library guides, newsletters and other informational materials for court personnel and other library patrons. This includes contributing content to the library website and courthouse intranet.
- Assist in evaluating and implementing new and evolving technology for the retrieval of legal and non-legal information.
- Process new materials and preserve existing materials.
- Assist in maintaining and developing the legal collection, both print and non-print, for all judicial chambers and other circuit court departments.
- Prepare invoices for payment, keep records of library purchases and communicate with vendors.
- Maintain continuing education by attending professional library association meetings, researching legal and library issues and engaging in other professional education opportunities.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work a full-time standard work schedule (8-hour day) between 7:30 a.m. to 6:30 p.m. (Monday through Friday) with flexibility to accommodate any necessary meetings or occasional schedule changes.
- Maintain a regular, punctual and reliable level of attendance.
- Ability to work both independently and collaboratively.
- High attention to detail.
- Demonstrate an even temperament and high level-interpersonal skills when handling sensitive and high-stress situations as well as when developing collaborative and professional working relationships with court personnel and the public.
- Ability to make decisions based on good judgment, established policies and experience.
- Display decisiveness and creativity in situations involving management of the library, including evaluating information.
- Knowledge of library science, including current methods in such areas as reference, acquisition, collection development, programming and technical services.
- Knowledge of desktop technologies, including Microsoft Office programs as well as legal databases such as Lexis, Westlaw and other online research resources.
- Ability to provide thorough and accurate informational and research assistance to the public, legal community, judges and court personnel.
- Experience using various integrated library system functions such as cataloging and serials, EOS preferred.
- Knowledge of Maryland's court and legal systems.
- Ability to communicate effectively, orally and in writing.
- Ability to lift and transport 25 pounds, climb stairs and shelve books.
- Ability to set priorities and handle multiple, concurrent duties and responsibilities.
- Willingness to become a Montgomery County, Maryland Notary Public.

MINIMUM QUALIFICATIONS

- B.S. or B.A. degree from an accredited university with three years of public or law library experience, or Master's degree in Library Science (MLS) from an accredited university and one-year public or law library experience.
- Knowledge of current public law library practices, services, patrons, resources, equipment and technology.
- One year of supervisory experience.
- Excellent organizational and customer service skills are of the highest priority as well as competence and temperament to communicate with the legal community, court personnel and the public in a fast-paced environment.
- Superior writing skills and command of English.
- An equivalent combination of education and experience may be substituted with two years experience in a court law library.

Steps to apply for employment opportunities within Court Administration:

1. [Download the Employment Application.](#) (PDF)

NOTE: The application form requires you to have Adobe Reader version 8 or higher. Visit the [Adobe Acrobat website](#) to download the latest Adobe Reader version for free.

2. Complete the application in its entirety. Your application may be rejected if information is missing.
3. Be sure to save your application to your local computer early and often.
4. Once you are finished, email the completed application, cover letter, resume, and writing sample to adminhr@mcccourt.com