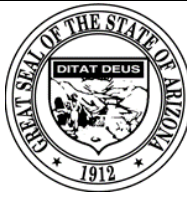


# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Law Librarian  
**OCCUPATIONAL CATEGORY:** Paraprofessional  
**DIVISION:** Superior Court  
**EFFECTIVE DATE:** 07/13/15  
**REVISED:** 03/23/21



**CLASS CODE:** J590  
**FLSA:** Non-Exempt  
**SALARY RANGE:** 11  
**STATUS:** Classified

### JOB SUMMARY

Under general supervision, undertakes and performs a variety of duties and assistance that support a wide range of library services provided to judges, court staff, legal practitioners, general public and others having business with the Mohave County law library.

### REPORTS TO:

Superior Court Administrator.

### SUPERVISION EXERCISED

None.

### ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Provides on-site assistance to users of the Mohave County law library; greets visitors and determines general area(s) of need; responds to inquiries and requests for information and/or assistance; identifies potential sources/resources for information; provides information, assistance and support without providing legal advice.
- Responds to inquiries within the parameters of court policies and procedures.
- Researches, identifies and/or recommends additional library resource materials, publications and/or sources; receives, logs and catalogues new materials received; advises parties requesting specific materials of receipt/ availability. Maintains collections in Judges' Chambers, courtrooms and offices of other court personnel.
- Reviews shelves for missing and/or misplaced books, documents and/or other materials; removes out of date materials; restocks shelves.
- Updates "pocket-parts" and other publications receiving revisions/corrections and/or updates.
- Maintains master log of library materials. Creates and manages self-help legal packet collection and forms.
- Identifies anticipated and known book, periodicals, materials and related needs; provides estimated costs; responds to inquiries; purchases equipment, materials and/or supplies.
- Updates and maintains book, periodical, supply and materials inventory.
- Trains and directs the work of temporary and volunteer law library staff.
- Monitors budget expenditures.
- Creates, maintains and updates a variety of statistical, financial and related files, records, reports, logs and related items; performs data entry.
- Drafts, composes, edits and/or reviews a variety of correspondence, reports, records and logs.
- Works with parties in person, via e-mail, mail and/or on the phone; answers calls, determines need/appropriate resource.
- Responds to requests for information.
- Performs clerical support and assistance as required; works with and assists court system staff and others in a variety of areas that may be outside the parameters of the law library.

## **SECONDARY JOB FUNCTIONS**

- Performs related work as required.
- Performs special assignments as requested.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Knowledge of applicable Arizona city, county, state statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court-related policies and procedures.
- Knowledge of basic library principles.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of inventory control.
- Knowledge of court processes, procedures, legal terminology and legal research.

### **Skill in:**

- Skill in reading, understanding, interpreting and applying relevant city, county, state statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in accessing resources using advanced research tools and methods.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, the bar association, victims, witnesses, litigants, jurors, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

### **Ability to:**

- Ability to organize information resources.
- Ability to manage and maintain the Law Library.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

## **WORK CONTACTS**

Regular contact with associate personnel, other county departments, other agencies and the general public.

## **WORKING CONDITIONS/ PHYSICAL REQUIREMENTS**

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or materials weighing up to 30 pounds.

## **REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

A Bachelor's degree in Library Science or closely related field AND three (3) years of relevant, progressively responsible law library, public or school library or closely related experience, knowledge of the Arizona Court System preferred **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

## **SPECIAL JOB REQUIREMENT**

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time.

with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

## **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.