



SUPERIOR COURT OF ARIZONA IN MOHAVE COUNTY

Law Library Assistant

Job Code: J589

SUMMARY NATURE/PURPOSE OF WORK: Under general supervision, provides a wide variety of clerical support and customer service to patrons of the Mohave County law library.

MINIMUM QUALIFICATIONS: High school diploma or GED **AND** one (1) year clerical, office and/or library experience **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal 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 the principles of file and records management.
- Knowledge of the principles of bookkeeping and/or accounting.
- Knowledge of the principles of inventory control.
- Knowledge of court processes, procedures and legal terminology.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal 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 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.

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

(continued on reverse side)



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EXAMPLES OF 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 office policies and procedures.

Assists in researching, identifying and/or recommending additional library resource materials, publications and/or sources; assists in receiving, logging and cataloging new materials received; advises parties requesting specific materials of receipt/ availability. Reviews shelves for missing and/or misplaced books, documents and/or other materials; assists in removing out of date materials; restocks shelves. Assists in updating "pocket-parts" and other publications receiving revisions/corrections and/or updates. Assists in maintaining master log of library materials. Assists in maintaining the COJET video/audio library; works with judicial employees in the check out and return system for COJET materials.

Assists in the budget process; identifies anticipated and known book, periodicals, materials and related needs; provides estimated costs; responds to inquiries; Assists in updating and maintaining book, periodical, supply and materials inventory. Assists in monitoring budget expenditures. Assists in creating, maintaining and updating 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. Provides other office and customer service support and assistance as required.

Performs other functions as assigned.

ADDITIONAL REQUIREMENTS:

- Must possess and maintain a valid Arizona driver's license.
- May be exposed to potential physical harm and/or infectious diseases. May also deal with individuals who may be disruptive, unruly and/or unstable.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 30 pounds.
- Work is subject to various post 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.
- 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 &/or manmade disasters, infectious disease outbreaks, & 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.
- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).