

**CAREER OPPORTUNITIES IN THE NEW YORK STATE
UNIFIED COURT SYSTEM**



**THE OFFICE OF COURT ADMINISTRATION
ANNOUNCES AN
OPEN-COMPETITIVE EXAMINATION**

TITLE: LAW LIBRARIAN

EXAMINATION NUMBER: 45-768

An examination for the title of Senior Law Librarian (#45-769) will be held at the same time. Please refer to that announcement for further information. The examinations for Law Librarian and Senior Law Librarian have been designed to allow candidates to participate in both examinations at the same time. Qualified candidates may apply for both examinations by filing separate applications and paying the required application fee for **each** filing.

**STARTING
SALARY**

The title of Law Librarian is graded at JG-20. Effective April 1, 2010, the hiring rate is \$55,280. In addition, appointees in New York City, Nassau, Suffolk, Rockland and Westchester Counties receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam Counties receive \$1,848 in annual location pay.

**APPLICATION
FEE**

A \$30 **NON-REFUNDABLE** application fee is being charged to file for this examination. **Application and fee must be ELECTRONICALLY filed at www.nycourts.gov/careers/. Paper applications will not be accepted.** An email address and credit card or reloadable debit card are required for successful filing.

**ELIGIBLE LIST
AND LOCATION
OF POSITIONS**

The eligible list resulting from this examination will be used to fill positions throughout New York State. The examination, which will be held on a statewide basis, is open to all qualified candidates, whether they are employees of the Unified Court System or members of the general public.

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete, candidates **must** by the date of the examination meet one of the following:

1. Possess a Master's Degree in Library or Library Information Sciences from an American Library Association (ALA) accredited program.

- or -

2. Possess a Law Degree from a law school accredited by the American Bar Association or the American Association of Law Schools.

**MINIMUM
QUALIFICATIONS
FOR
APPOINTMENT**

At the time of appointment from the eligible list, candidates must have one (1) year of work experience using library automation systems, providing legal reference services or work experience involving library administration. This experience must have been in a library or information center with a significant legal collection.

**Examination is scheduled
to be held June 11, 2011**

**Applications must be ELECTRONICALLY
submitted no later than April 14, 2011**

RESIDENCE	New York State residency is not a requirement to compete in this examination or for appointment from the eligible list.
BENEFITS	Court employees receive 20 days of paid vacation during their first year of service in addition to 12 paid holidays. They also accrue 13 days of paid annual sick leave. Participation in medical, dental, life insurance and retirement plans is offered.
EXAMINATION CENTERS	This examination will be held only in the following test centers: Albany (01), Binghamton(06), Buffalo (08), Hicksville (21), Nyack (42), Rochester (35), Syracuse (38), and New York City (24).
DISTINGUISHING FEATURES OF WORK	Under supervision of a Principal Law Librarian, Senior Law Librarian or other supervisory court personnel, Law Librarians are responsible for providing professional library services, including legal research assistance, original cataloging, assistance with acquisitions, library management in some libraries, clerical supervision and collection-related responsibilities. Law Librarians provide information about the legal research collection, maintain the collection according to standard library guidelines, perform bibliographic searches, implement resource sharing and may provide professional-level direction and assistance to library personnel. Law Librarians operate a variety of library and research automation systems, participate in electronic reference and technical consortiums. Law Librarians assist higher-level law librarians in managing large diverse legal research collections in the Unified Court System, or have primary responsibility for operation of a small, less complex legal research collection that serves a small number of judges. In addition to responsibility for a main body of legal research material, Law Librarians may have responsibility for other collections, including those in individual chambers, in one or more separate geographical locations and perform other related library and administrative duties.

SUBJECT OF EXAMINATION The examination will consist of the following three (3) components:

I. WRITTEN TEST

This component is a written multiple-choice test designed to assess the following:

Preparing Written Material

Format A - These questions assess candidates' ability to apply the rules of English grammar, usage, punctuation and sentence structure. Candidates are presented with a series of sentences and must select the sentence that best conforms to standard English grammar, usage and punctuation and sentence structure.

Format B - These questions assess candidates' ability to present information clearly and accurately, and to organize written information logically and comprehensibly. Candidates will be presented with several sentences and must effectively organize them in a coherent and logical order.

Knowledge of Legal Reference and Research - These questions assess candidates' knowledge of legal reference sources and legal on-line searching techniques to assist court personnel and the public. Candidates will be required to demonstrate their knowledge of legal citations, sources of on-line information and search strategies.

Knowledge of Library Technical Services and Bibliographic Records - These questions assess candidates' knowledge in such areas as cataloging, serials control, acquisitions, and inter-library loans. Candidates will be required to review Machine-Readable Cataloging (MARC) records and answer questions about them.

Library Supervision - These questions assess candidates' knowledge of ethical issues, public and general office supervision and candidates' ability to train, motivate and evaluate staff. Hypothetical situations which would typically occur in a Law Library will be presented. Candidates will be required to select the best alternative for dealing with each situation.

II. LEGAL RESEARCH EVALUATION

Candidates will be given legal research questions and access to electronic legal research data sources (Lexis, Westlaw, or Loislaw). Candidates must prepare short written answers to these research questions along with a description of the steps taken to respond to the questions.

III. STRUCTURED ORAL ASSESSMENT

This component will require candidates to respond to law librarian-related problems and issues and be evaluated by a panel of experienced assessors, including both professional law librarians and court managers. The score will be based on performance in areas of technical and professional knowledge, planning and organizing, problem solving and judgement, and oral communication.

Only candidates who pass the Written Test will be invited to the Legal Research Evaluation and Structured Oral Assessment components. These two components will be given at the same time on a subsequent date.

SCORING The passing mark for each component will be determined at a date following the administration of the examination. **Only candidates who pass all three components will receive a final score.** The Written Test component is weighted 50%, the Legal Research Evaluation component is weighted 20%, and the Structured Oral Assessment component is weighted 30% of the final ranked score.

ISSUE DATE: March 3, 2011

INFORMATION FOR OPEN-COMPETITIVE CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: The Office of Court Administration no longer accepts paper applications and money orders for examinations. The application (UCS-19) must be submitted electronically via the internet. The application internet address is www.nycourts.gov/careers/. An email address and credit or reloadable debit card are required for successful submission. Separate applications must be submitted if an applicant is applying to more than one examination. An application is considered successfully filed upon payment of the filing fee and the applicant's immediate receipt of an examination application ID number.

FILING FEE: A \$30:00 **non-refundable** filing fee is required for this examination using a credit or reloadable debit card. Please read the announcement and instructions carefully as the filing fee will not be refunded.

Employees of the Unified Court System are not required to submit a filing fee.

Individuals receiving Supplemental Social Security payments or Public Assistance (Home Relief or Aid to Dependent Children, provided Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency, or are receiving public assistance from the New York City Department of Social Services) are not required to submit a filing fee. An exception will also be made for applicants who are unemployed and primarily responsible for the support of a household.

VETERANS CREDITS: Disabled (10 points) and non-disabled (5 points) veterans who are eligible for extra credit will have the appropriate number of credits added to their score if otherwise successful in the examination. Eligible veterans should claim the credits when they file their application. Further information regarding instructions for filing and eligibility is contained in the application. If veterans credits are granted, eligibles will have an option to waive them anytime prior to appointment.

VERIFICATION OF QUALIFICATIONS: The Office of Court Administration may refuse to examine an applicant, or after examination, to include a candidate on the eligible list, or may remove or restrict from the eligible list an applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the resultant eligible list.

EXAMINATION RATINGS: Examination final ratings are reported on a scale of 100 with the passing mark set at 70. The passing raw score for the written examination will be determined at a date following the administration of the examination.

SPECIAL ARRANGEMENTS: Candidates who, for religious reasons, cannot be tested on a Saturday must indicate this information on their application. All other requests for alternate test dates must be submitted at least one month prior to the examination date, and will be reviewed on a case by case basis for compliance with the Alternate Test Date Guidelines of the Unified Court System. Applicants with disabilities who require reasonable accommodations should contact the Coordinator of Special Accommodations at (212) 428-2580 or TDD (telecommunications device for the deaf) at (212) 428-2781 prior to the close of the filing period for the examination.

WARNING: Anyone found unlawfully possessing or disclosing questions and answers from civil service examinations, or giving or taking test information from another candidate during the examination, or anyone found taking a civil service examination for someone else or enlisting another person to take an examination for another will be subject to disqualification from that examination and may be barred from taking any further examinations with the Unified Court System and may be subject to other penalties as prescribed by law.

CANDIDATES SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 IF THE ADMISSION NOTICE HAS NOT BEEN RECEIVED SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE (JUNE 11, 2011)

The Unified Court System is an Equal Opportunity Employer. M/F.