



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 25440\_Extended

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**POSITION TITLE:** PRINCIPAL LAW LIBRARIAN **JG: 28****LOCATION:** SUPREME COURT, BRONX COUNTY- CIVIL TERM**BASE SALARY:** \$ 107,629 + \$4,775 LOCATION PAY**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Master's degree in Library Science or Library Information Sciences from an American Library Association (ALA) accredited college or university and five (5) years of professional work experience in a law library or a library specializing in the social sciences, e.g., political science, economics, business, criminal justice, sociology, one (1) year of which must be in an administrative position; or Law Degree from an accredited law school and five (5) years of professional work experience in a law library or library specializing in social sciences; e.g. political science, economics, business, criminal justice, sociology, one (1) year of which must be in an administrative position.

**DISTINGUISHING FEATURES OF WORK:** Under general supervision, Principal Law Librarians are responsible for providing professional library service and assisting the Chief Law Librarian in the formulation and implementation of statewide legal research collection policies and directly participating in statewide library planning. They evaluate existing library systems and services for sufficiency in meeting the needs of the users of the collection, and set standards for the currency, relevance and completeness of these systems and services. They serve as a resource for new developments in the law library profession, resolve complex questions related to the application of library classification and cataloging systems, and coordinate resource sharing among several collections. Principal Law Librarians, in concert with the local administrative office, are responsible for budget preparation, resource allocation, and other administrative duties. Principal Law Librarians supervise Senior Law Librarians, Law Librarians and clerical personnel, and may perform legal research and other related duties. Principal Law Librarians generally have direct responsibility for a legal research collection that is extensive and specialized.

**ASSIGNMENT:** This position will oversee the law libraries in the Civil and Criminal Term. Duties include, but are not limited to: assisting the Chief Clerks and Administrative Judges in developing and implementing legal research collection policies and procedures; analyzing library operations and implementing changes; organizing/assisting judicial chambers with legal reference purchases; liaison with the statewide Chief Law Librarian and assisting with developing and implementing statewide legal research collection policies and procedures and participating in statewide library planning; overseeing the preparation of budgets; monitoring and revising resource allocations to comply with fiscal conditions; consulting with judges and court personnel; performing complex legal research; training and supervising subordinate staff, making work assignments, and evaluating work performance; reviewing and evaluating legal research materials of all formats; formulating collection development policies suited for the library and preparing statistical and administrative reports.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications must submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) a cover letter and a resume by email to [BXSUPCIVHR@nycourts.gov](mailto:BXSUPCIVHR@nycourts.gov) or by mail to:

LAKISHA C. BROWN  
CHIEF CLERK VII  
BRONX SUPREME COURT - CIVIL TERM  
851 GRAND CONCOURSE, ROOM 612,  
BRONX, NY 10451

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

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**POSTING DATE:** July 30, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 24, 2024

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