

Champaign County Job Description

Job Title: Law Librarian

Department: Law Library

Reports To: Court Administrator

FLSA Status: Non-Exempt

Employment Status: Bargaining Unit - AFSCME Courts

Prepared Date: October, 2008

SUMMARY Responsible for the day-to-day activities of the Champaign County Law Library and coordination of legal information services for the Circuit Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manages the activities of the Champaign County Law Library, which include: procurement of print and computer-based materials; arrangement of print and computer-based materials within library; maintenance and supplementation of both print and computer-based legal research materials; provides assistance to members of the general public and legal community in the use of materials within the Law Library; provides logistic support to Self-Representation Help Desk staff; collaboration with the Law Library Committee in assessing and establishing Law Library policies and procedures.

Activities performed in coordination with and under the supervision of the Court Administrator include: budget development and maintenance; and contract negotiations with print and electronic publication providers.

Additional responsibilities include maintenance of the Circuit Court and the Law Library websites, providing legal research and reference assistance to the judges and the Court Administrator, and coordination of the legal externship program with judges and the University of Illinois College of Law faculty and staff in recruiting, interviewing, placing and training participants in the externship program.

SUPERVISORY RESPONSIBILITIES Supervises law student externs.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Law degree with research experience and a minimum of one year in a library and information science or reference position and/or an equivalent combination of training and experience.

LANGUAGE SKILLS Ability to read, analyze and interpret legal documents and interpretations.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume; understanding of principles relevant to the preparation and maintenance of a departmental budget.

REASONING ABILITY Ability to define problems, collect data, establish facts and draw conclusions. Ability to interpret legal materials and an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office conditions. The noise level in the work environment is usually moderate to quiet.

NOTE: This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position with this job class. "Essential functions" are to be determined at the position or job level within each department.