

SENIOR LIBRARIAN 3010

DISTINGUISHING CHARACTERISTICS OF WORK

This is a responsible professional position planning, managing and performing all aspects of technical services operations including acquisitions, cataloging and classification, database maintenance, and serials processing in all formats. Primary duties may also include administering and performing all aspects of the U.S. Government Printing Office Depository Library Program in conformity with current guidelines. Additional duties include providing quality reference services for Supreme Court Justices, personal staff, and the public. Working relationships are established with Judges, State Court System personnel, staff of state and local government, vendors, and the public. Work is performed under general supervision of the Supreme Court Librarian, Chief judge, or Marshal of a district court.

EDUCATION AND TRAINING GUIDELINES

A Master's degree in library and information studies from an accredited college or university and two years of law library experience.

Progressively responsible experience in technical services operations may substitute for the recommended education on a year for year basis.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to perform original cataloging and cataloging projects for new and retrospective materials not currently included in the online catalog. Knowledge of all MARC formats, AACR2, Library of Congress Subject Headings and LC Classification schedules. Knowledge of and the ability to use various computer software applications. Ability to use the OCLC bibliographic utility, the Internet, online services and CD-ROM products. Knowledge of name, subject, and series authority control. Ability to resolve problems and inconsistencies in bibliographic holdings records and deciding on appropriate bibliographic treatment of materials. Knowledge of national trends and developments in cataloging. Excellent analytical, organizational, communication, and time management skills. Ability to work flexibly in a rapidly changing environment. Ability to interact positively and productively with library colleagues and library patrons. Knowledge of and ability to use the Innovative Interfaces System INNOPAC .

Revised: October 1, 2000