

## **Distinguishing Characteristics of Work**

This is a responsible professional position providing technical library, information systems, and legal research services and training to the Justices and employees of the Florida Supreme Court and users of the Supreme Court Library. The Consultant is responsible for the evaluation, selection, and implementation of legal research technologies in the Supreme Court Library. The Consultant must exercise leadership in seeking out relevant, emerging technologies, evaluating options, and making appropriate technologies available for Court and library personnel. The Consultant is also responsible for training Court and library personnel in the use of these technologies, and training members of the judiciary, members of the bar, and other state personnel as directed by the Court. The Consultant is responsible for the installation and maintenance of information systems within the Library, including the establishment of an Internet site, and the implementation of a library automation system with an online public access catalog. The Consultant coordinates the use of information technology to serve the needs of the Court and other patrons of the Supreme Court Library. The Consultant acts as an advisor to the Justices of the Supreme Court with regard to legal information technology, and acts as liaison with other legal information centers and state agencies to facilitate the flow of data between the Court and these agencies. The Consultant represents the Court with library information services vendors, such as vendors of online database systems.

## **Education and Training Guidelines**

Juris Doctor degree from an A.B.A. accredited law school, two years of legal research experience, and four years of experience with information technology and computer applications.

## **Knowledge, Skills and Abilities**

Knowledge of Florida law and ability to apply Florida legal research techniques. Knowledge of, and ability to apply, Internet and World Wide Web server technology. Knowledge of at least two computer programming languages, and experience with Unix system administration. Knowledge of challenges facing legal researchers, and ability to formulate plans and evaluate options to solve those challenges. Knowledge of library science. Ability to use computer applications, such as scanning and graphics, word processing, telecommunications, electronic spreadsheets, databases, and utilities. Ability to communicate clearly and effectively, and train personnel with varying backgrounds in the use of information technology. Ability to analyze and evaluate possible hardware and software solutions to information services problems, implement and troubleshoot those solutions, and train personnel in new systems and upgrades. Ability to develop long-term plans for the effective use of information technology to fulfill the information needs of the Court and other Library patrons. Ability to set goals and implement evaluation techniques to measure performance of information systems.

**Effective: October 1, 1996**