

Florida State Courts System Class Specification

Class Title: Assistant Supreme Court Librarian

Class Code: 3020

[Pay Grade 25](#)

General Description

The essential function of the position within the organization is to assist the Supreme Court Librarian with directing and overseeing library operations. The position is responsible for assisting with supervision of staff, planning, managing library materials and equipment, policy and procedure compliance, and assisting with administrative functions, such as budget preparation. The position works under general supervision, independently developing work methods and sequences.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Assists with supervising staff, including recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination.

Monitors and assists with providing customer service, such as assisting with legal research or locating library materials for Courts System staff and public patrons.

Assists with management of library materials, including ordering, checking in, cataloging, processing payment for and inventorying materials and equipment.

Assists with preparation of the library budget; reviews and approves expenditures for the area of responsibility; prepares financial documents and reports.

Ensures compliance with library policy and procedures by staff; interprets policy as required.

Monitors special programs/activities, such as redesigning library shelving, arranging displays, or assisting with crowd control.

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Assists with administrative functions, such as conducting computer training for staff or preparing reports and employee evaluations; maintains record systems; processes daily paperwork, such as reports, memos, requisitions, or personnel information.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional classes, workshops or seminars to improve technical or professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of materials or equipment of high value or moderate amounts of money.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios, proportions, measurements, and descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

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Reads professional publications; composes reports and manuals; speaks formally to groups outside the organization.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact – which affects work unit and might affect other units or citizens.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing, spreadsheets or custom applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Master's degree in Library and Information Studies.

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Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Three years of experience in conducting research, library operations, including one year of law library experience

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None