

SENIOR LAW LIBRARY CLERK - CORRECTION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for maintaining the operation of an electronic law library reference service in the correctional facilities of the Department of Correction. In accordance with established policies and procedures incumbents are responsible for implementing and maintaining an inmate law library program which primarily uses electronic resources. Incumbents obtain and distribute current electronic and hard copy legal reference materials and provide instruction in the use of to pre-trial detainees and sentenced inmates. Supervision may be exercised over a small number of support staff, inmates assigned to the library, and/or volunteers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Instructs inmates on the use of computerized legal research databases;

Provides direction to inmates regarding electronic and hard copy source material relevant to their specific cases;

Provides appropriate forms to inmates for the preparation of legal documents;

Provides instruction on legal research techniques to pre-trial detainees, sentenced inmates, and correctional staff utilizing computerized legal research systems;

Arranges access for indigent prisoners to print and/or photocopy legal reference material and supplies in the preparation of legal matters;

Catalogues and prepares a small selection of law books and legal material for library use;

Orders, receives and replaces an extensive catalog of electronic law resource materials and a small catalog of hardcopy law books and supplements on a yearly basis;

Maintains accounts of purchases and other related expenditures;

Prepares timely records and evaluative reports on the operation of law library services within the Department of Correction;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental work, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of legal research techniques, methods and analysis; good knowledge of computerized legal research systems; knowledge of approved law library practice, including familiarity with law book catalogues and law publishers; ability to plan, organize and present ideas clearly and concisely both orally and in writing; ability to assist others in the use of the library facilities; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and four years of experience where a primary function of the position was providing legal research assistance to counsel or parties using computerized legal research systems such as Westlaw, Lexis Nexis, Justcite, etc.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's degree may substituted on a year for year basis for up to three years of the above stated experience. Satisfactory completion of a course of study at an accredited paralegal school* may substitute for one year of the above stated experience. Satisfactory completion of 30 credits* leading to a Law Degree may substitute for one year of the above stated experience.

SPECIAL REQUIREMENT: At the time of appointment, candidates must possess a commission as a Notary Public, State of New York, qualified in Westchester County and maintain same while in the title.

NOTE: Volunteer experience may be considered, but must be equivalent to a 35 hour a week, full-time position. Experience gained as a paralegal, must be full-time paid experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.