DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
LEGAL SUPPORT OPERATIONS
LAW LIBRARY SERVICES
SAN DIEGO

NAME:
POSITION NUMBER: 420-047-2944-009
JOB TITLE: Supervising Librarian I

STATEMENT OF DUTIES: The Supervising Librarian I, is responsible for providing reference, instruction and research assistance for the legal staff in the San Diego office and for the day-to-day operations of the San Diego library.

SUPERVISION RECEIVED: Supervised by the Principal Librarian.

SUPERVISING EXERCISED: Supervises one Library Technical Assistant (LTA).

TYPICAL WORKING CONDITIONS: Window office in a smoke-free environment.

ESSENTIAL FUNCTIONS:

35% REFERENCE AND RESEARCH - Provides reference and research assistance to the San Diego Attorney General's staff. Includes both traditional book research and computer assisted legal research, i.e. Westlaw, LEXIS-NEXIS, Accurint, Courtlink, Internet/Intranet, and new technologies. In conjunction with Sacramento librarians, compiles legislative histories for San Diego legal office staff. Researches and responds to interlibrary loan and document delivery requests from legal staff.

25% SUPERVISION - Trains, interviews, hires and evaluates the San Diego library's paraprofessional staff. Directs and supervises the work assignments of the staff.

20% COLLECTION DEVELOPMENT - Reviews publishers brochures and online websites; makes recommendations for additions to the San Diego library collection. Supervises all aspects of acquisitions and serials control including: review and maintenance on InMagic databases, evaluation of library holdings and obsolete materials. Works with LTA to resolve problems arising during check-in and processing, loose-leaf filing, and stack maintenance. May be responsible for maintaining indexes of Attorney General opinions and other resources..

10% LIBRARY ORIENTATION, TRAINING AND CURRENT AWARENESS - Provides library orientation for new legal staff and law

student interns. Coordinates and/or provides Westlaw, LEXIS-NEXIS, and Internet/Intranet training. May develop and implement research training for staff. Publishes San Diego library newsletter, handouts and research guides. Anticipates information needs of legal staff through monitoring of blogs and other sources, and sharing information of interest.

5% PROFESSIONAL DEVELOPMENT - Maintains current awareness of developments in the library and law library fields, including current technology advancements. Attend meetings of professional library associations.

5% SPECIAL PROJECTS - Manages special projects related to the San Diego library; assists the Principal Librarian with special projects of a statewide nature.

I have read and understand the essential functions and typical physical demands required of the job and I am able to perform the essential functions with or without Reasonable Accommodation.(Refer to the Essential Functions Health Questionnaire, STD. 910)

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Employee's Signature Date Supervisor's Signature Date