DEPARTMENT OF JUSTICE
DIVISION OF
ADMINISTRATIVE SERVICES
LAW LIBRARY SERVICES
SAN DIEGO
DUTY STATEMENT

NAME:
POSITION NUMBER: 420-047-2951-XXX
JOB TITLE: Librarian I

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

SUPERVISION RECEIVED: Supervised by the Principal Librarian

SUPERVISION EXERCISED: none

TYPICAL WORKING CONDITIONS & PHYSICAL DEMANDS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work. Office in a smoke-free environment. The employee is regularly required to sit for extended periods of time and to perform physical tasks (i.e. bending/stooping, kneeling, reaching/twisting, pushing/pulling). The employee must occasionally lift and/or move up to 25 pounds.

ESSENTIAL FUNCTIONS:

40% **LIBRARY OPERATIONS** - Responsible for the day-to-day operation of the San Diego library. Oversees all aspects of acquisitions, serials control, and library maintenance for the San Diego library, including updating, review and maintenance of InMagic databases, check-in and processing, loose-leaf filing, stack maintenance, and evaluation of library holdings and obsolete materials.

30% **REFERENCE AND RESEARCH** – Provides reference and research assistance to the San Diego Attorney General's staff, and legal staff statewide, including both traditional book research and computer assisted legal research, i.e. Lexis-Nexis, Westlaw, Accurint, Courtlink, Intranet/Internet and other digital technologies. Responds to interlibrary loan and document delivery requests from the San Diego legal office staff. Assists with compilation of legislative histories for San Diego legal staff.

10% **COLLECTION DEVELOPMENT** – Reviews publishers' brochures and online websites; makes recommendations for additions to the San Diego library collections.

10% **LIBRARY ORIENTATION AND TRAINING** – Provides library and research orientation and training for new legal staff and law student interns. Coordinates and/or provides training for research materials in all formats. Creates and updates handouts, research guides, and materials to assist staff with research.

5% **PROFESSIONAL DEVELOPMENT** – Maintains current awareness of developments in the library, law library, and legal fields, including current technology advancements. Attends meetings of professional library associations.

5% **SPECIAL PROJECTS** – Manages special projects related to the San Diego library and legal office and assists Principal Librarian with special projects of a statewide nature.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

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Employee's Signature Date Supervisor's Signature Date