

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS (OPS)
LAW LIBRARY SERVICES
OAKLAND**

NAME:

POSITION NUMBER: 420-042-2951-001

JOB TITLE: Librarian

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

SUPERVISION RECEIVED: Supervised by the Principal Librarian

SUPERVISION EXERCISED: none

TYPICAL WORKING CONDITIONS & PHYSICAL DEMANDS: 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 Oakland library. Oversees all aspects of acquisitions, serials control, and library maintenance for the Oakland 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 Oakland 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 Oakland legal office staff. Assists with compilation of legislative histories for Oakland legal staff.
- 10% COLLECTION DEVELOPMENT – Reviews publishers’ brochures and online websites; makes recommendations for additions to the Oakland 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 Oakland 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 the job offered to me and I am able to perform the essential functions with or without Reasonable Accommodation

Employee's Signature Date

Supervisor's Signature Date