



WORKING TITLE: LAW LIBRARIAN	CLASSIFICATION: LAW LIBRARIAN
DEPARTMENT: ADMINISTRATION	DIVISION: ADMINISTRATION
PAY RANGE: OPEU 13	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: OCTOBER 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Manages the maintenance and operation of the County Law Library; performs and supervises all law library functions, including legal research, collection development, budgeting; does related work as required. Contributes to the development and maintenance of a web-based, on-line legal research system.

SUPERVISION RECEIVED:

Works under the general supervision of County Administrator or designee who determines goals and reviews work for conformance to standards.

SUPERVISION EXERCISED:

Supervision is not a general function of this position but the incumbent may supervise may supervise interns or volunteers.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Represents the library before groups and associations, e.g. Bar Association. Promotes Library Services through customer service, newsletter, information systems, etc.
- Prepares and monitors the Law Library budget and develops and manages contracts.
- Develops, implements, and manages law library policies and procedures; classifies, updates, and revises as necessary.
- Monitors legislative changes and court decisions to assure the maintenance of current information. Provides an accurate legal research/reference service.
- Develops and manages materials acquisitions, collection, user services, and technological services for library facilities.
- Provides “back-up” library services to county jail library.
- Selects and implements an appropriate level of cataloging, classifying and indexing.
- Catalogs library materials. Evaluates and selects automated cataloging/acquisitions system.
- Maintains web sites and data bases.
- Acts as a resource for public librarians on legal reference matters

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles and practices of general library administration.
- Collection development, reference techniques, cataloging.
- Legal terminology, procedures, and research methods electronically and in print.
- Current information technologies and publishing formats, database and Internet searching proficiencies.

SKILL IN:

- Operating in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Establishing and maintaining effective working and problem-solving relationships with supervisor, employees, attorneys, judges, and the public.
- Functioning alone and without a support team.

ABILITY TO:

- Communicate effectively, both orally and in writing
- Prepare clear and concise reports
- Establish and maintain effective, professional and collaborative working relationships with patrons, staff, and other agencies.
- Interact appropriately and professionally with difficult patrons, handle and diffuse conflict.
- Evaluate and select legal research materials.
- Analyze and evaluate the quality, accuracy, and validity of sources.
- Prepare and maintaining a budget.
- Operate computers, on-line information retrieval system, and other library tools.
- Apply judgment and discretion in the performance of work.
- Have a strong service orientation, and interest in working with research-oriented environment with interest in new and emerging technologies
- Commit to continuous improvement and innovation and the ability to balance work independently within a collaborative environment.
- Encounter frequent interruptions throughout the workday.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's Degree from an accredited college or university with some course work in research AND two years' experience in legal research required. Master's degree and related experience in a law library, particularly with strong reference experience preferred. Any satisfactory equivalent combination of education, training and/or experience relevant to the position will be considered.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees

authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.