

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

14 LAW LIBRARIAN – COURTS
\$17.0152/hr. – 35 HRS/WK.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 6/9/2022

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: LAW LIBRARIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee the daily operations of the Law Library for the Judicial Department of Monroe County. Duties and responsibilities include, but are not limited to: maintaining current and orderly collection of reference books and legal documentation; instructing and assisting others in the use of library collection; providing, implementing and operating video equipment; and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversees the operations of the Law Library for the Judicial Department; opens and closes library; enforces library rules and regulations; files books according to specified system; rearranges and maintains orderliness of items assists individuals in locating books and reference materials.

Maintains current collection of books and reference materials; updates Judge's Chamber library collection when requested; determines needs and orders new and/or replacement books as required; receives and sends shipments of books as required.

Performs general bookkeeping and accounting task for library transactions; prepares checks for payment of accounts and obtains appropriate signature; mails payment of accounts; receives appropriation and fees checks; allocates to appropriate account and deposits into proper bank account.

Supervises the use of all library computer systems; installs, updates and maintains computers and CD-ROM systems for the library; assists individuals in the use of the computerized systems and CD-ROMs; answers questions and provides information regarding use of systems; makes recommendations for updated systems and software as needed.

Prepares quarterly report of library accounts and submits to chairman and/or other individuals; prepares annual report of all library accounts; reviews for accuracy and completeness; files with the court; distributes copies as required; maintains copies for departmental files.

Answers and screens incoming telephone calls; routes calls, provides information, and/or takes messages as necessary; answers questions from staff, outside agencies, the public or other individuals regarding library operations; resolves problems when appropriate.

Prepares and types correspondence to include letters, legal documents, memorandums, other documents; reviews information for accuracy and completeness; ensures compliance with proper formats; makes corrections and/or additions as needed; enters information into computer databases as necessary; signs and/or submits to appropriate individual for signature; maintains confidentiality of all documents; copies for departmental files.

Maintains listing of Township ordinances; files ordinances.

Attends Law Library Association Meetings and other meetings, conferences, seminars, workshops and training classes to stay apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other county staff.

Maintains the library office equipment and supplies; examines and monitors the copy machine, fax machine, money machine and other equipment to ensure they are functioning properly; provides assistance in the use of machines; performs minor repairs as necessary; orders replacement supplies when needed.

Provides, sets up, and operates video equipment as required by the court system and other individuals; sets-up equipment for the co-parenting program and other county operated programs as necessary; operates and maintains video equipment.

Receives and processes incoming mail, UPS deliveries and overnight packages; opens, sorts and distributes to appropriate individuals; prepares outgoing mail and overnight packages; delivers mail to appropriate location.

Makes photocopies of various files, documents, correspondence and other items as needed; collates, sorts and distributes to appropriate individuals; maintains copies for departmental use and future reference.

Receives incoming faxes; sorts documents, makes copies and distributes to individual(s) as necessary; maintains copies for departmental files; sends outgoing faxes as requested by supervisor(s) and/or other staff and individuals.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business/Public Administration, Library Sciences or closely related field; supplemented by two (2) year of previous experience and/or training involving library reference and maintenance, video operation, or a related area beneficial to library maintenance and operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.