



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **LAW LIBRARIAN**
Grade: 14

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs complex (journey-level) library work. Work involves conducting research, providing information and materials in response to requests, and acquiring and organizing library resources. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides professional reference and research services and technical assistance to library users

Maintains bibliographic control of library items ordered and received

Conducts comprehensive library research using professional journals, dissertations, and other literature; prepares finding aids and abstracts of materials

Conducts computer-assisted searches of bibliographic and textual databases

Performs cataloging and classification of library materials by subject and description

Assists in the selection and acquisition of data, information, and materials for agency use

Assists in gathering data and preparing statistical reports

May research legal, technical, and policy issues

May provide bibliographic instructions to library users

Performs related work as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a graduate degree in library science

Four (4) years of experience in library work

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of library and reference tools, techniques, and services; of standard research sources; and of computer-assisted search theories and techniques

Ability to conduct searches and evaluations of large amounts of materials and to communicate effectively

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others

- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations