



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **LAW LIBRARY CLERK**
Grade: 01

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

Compiles records, sorts and shelves books; issues and receives materials and assists library patrons, receives cash and issues receipts, assists with circulation desk duties, updates and maintains legal material current.

EXAMPLES OF WORK PERFORMED

Assists with circulation desk duties, including checking in and out materials

Assists library patrons in person and over the phone

Receives cash and issues receipts for service rendered

Performs various clerical tasks including typing, photocopying, faxing and scanning

Inspects and re-shelves books and legal material

Keeps card catalog current

Updates and maintain legal material

Be familiar with the legal titles and services to which the law library subscribes

Direct patrons to the most appropriate resource for their needs

Keeps record of sign-in and computer logs

Knowledge of library procedures, and the types of resources and services available to library users

Ability to communicate well both orally and in writing

Ability to deal effectively with judges, court personnel, and the general public

Types and prepares correspondence, reports, book lists, and other materials as requested

Posts daily information into computer databases

Posts legal seminar information on library bulletin board

Responsible for filing and updating loose-leaf services of various legal publications

Acquire basic skills in Westlaw Online Research

Monitors patrons to prevent theft of materials

Receives cash and issues receipts on computer print-outs, copies, faxes and scans

Performs a variety of tasks as assigned by librarian

Other duties may be assigned

EDUCATION AND EXPERIENCE

Graduation from a high school or equivalent (GED)

Experience in library, archival or general office work

One (1) year 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, archival, or data records procedures

Skill in the use of electronic programmed equipment

Ability to answer questions regarding library or archival services or program activities

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