The Law Librarian staffs the Law Library which is open to the public and located in the Manassas Judicial Center. The librarian provides access to, and instruction on the use of legal information resources. The library's customers include the courts, bar association members, legal community and pro se public. This is a one person department.

PREFERENCES:
Excellent public service skills; able to work without supervision; budgeting; speaks Spanish.

Must pass criminal background check.

**General Definition of Work, Typical tasks, Knowledge, Skills and Abilities:**
The statements in this class specification are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**GENERAL DEFINITION OF WORK:**
Manage all aspects of the County Law Library in consultation with the Law Library Committee of the Prince William Bar Association. Develop the collection and services of the library in pursuit of the law library's mission to provide legal information to the Bench, Bar and public. Ensure procedural compliance with governing statutes and contractual agreements. Demonstrate library administration skills in the areas of technical services, public services, budgeting, research and instruction, and communication.

**TYPICAL TASKS:**
- Analyzes law library patrons’ requests to determine needed information, and assist in furnishing or locating that information;
- Searches standard law reference materials, including online sources and the Internet, to answer patrons’ reference questions;
- Informs law library patrons’, judges, clerks, attorneys, legal assistants, students and individual citizens, and the public about the law library and the services it provides; create an atmosphere of service and assistance in the law library;
- Chairs quarterly meetings of the Law Library Committee, record minutes, report on library finances and discuss current library issues and information needs of library users;
- Communicates with library patrons about the library's recent developments, staffs and answers frequently asked questions;
- Prepares the proposed annual library budget in the areas of personnel, acquisition of library materials and operating expenses reflecting the needs of the library item by item along with anticipated funding;
- Manages library expenditures within framework of operating budget approved by the Prince William County Board of Supervisors and the County Bar Association Board of Directors;
Reports on all income and expenses on a quarterly basis;
Provides access to legal information for library users;
Maintains for patron use current printed guides of the library indicating the location of different classifications and types of material;
Develops and maintains a comprehensive annotated catalog of library publications;
Provides scheduled orientation programs and instructional programs in legal research for library users;
Coordinates efficient use of database resources to complement the collection;
Develops library collection to serve the legal information needs of library patrons in cost-effective manner;
Reviews, recommends and acquires new publications in a fiscally responsible manner;
Replaces aging, worn, damaged or missing materials as necessary;
Catalogs and organizes new purchases;
Ensures accurate and timely serials/continuations/updates management;
Evaluates new and alternative formats for information storage and retrieval;
Analyzes and makes recommendations as to future automation of the library;
Maintains and improves library environment;
Recommends replacement or repair of equipment, furniture and fixtures;
Provides space planning with necessary and appropriate changes or recommendations.

KNOWLEDGE, SKILLS AND ABILITIES:
Thorough professional knowledge of law library principles, materials and practices; general knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process; general knowledge of math and accounting procedures; general knowledge of principles and processes for providing customer service; some knowledge of budgetary and purchasing policies and procedures; ability to interpret law library policies and services to community groups, general public, and professional groups; ability to arrange resource materials in a certain order or pattern according to a specific rule or set of rules; ability to plan, organize, and complete project work; ability to establish and maintain effective work relationships with other staff and the general public; ability to represent the law library at regional and national professional meetings; ability to communicate effectively orally and in writing, ability to utilize a variety of electronic databases to conduct research, and ability to utilize both manual and electronic resources,

Education and Experience:
Requires a Master's Degree in Library/Information Science (MLIS), a Master's Degree in Library Science (MLS), or a Master of Science in Information Science (MSIS) from an ALA-accredited school, with a law specialty, and 1-2 years work experience in a law library environment;
or a Juris Doctor (JD) Degree from an ABA-accredited law school, and 1-2 years work experience in a law library environment;
or a Juris Doctor (JD) Degree from an ABA-accredited law school along with a Master's Degree in Library/Information Science (MLIS), Master’s Degree in Library Science (MLS), or Master of Science in Information Science (MSIS).