

## COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0834  
Job Title: Executive Law Librarian  
Salary Grade: 24  
Bureau: Administration  
Department: Law Library  
Dept. Budget No. 530  
Position I.D. 9518320  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Under the general direction of the Cook County Board President, serves as the department head for the Cook County Law Library to ensure that legal services are provided to members of the Bench, Bar and the general public. Responsible for the implementation and development of the overall objectives, policies and procedures. Develops and coordinates programs for new or revised services. Facilitates and supervises the selection and training of personnel. Oversees the preparation and execution of the Law Library budget. Serves as representation for the Law Library in professional associations and other organizations.

#### **Key Responsibilities and Duties**

Serves as the Cook County Law Library Department Head. Responsible for the implementation and development of the overall objectives, policies and procedures for the Law Library. Plans, organizes and directs all activities concerned with the administration and operation of the library.

Develops and coordinates programs for new or revised services to meet the changing needs of the legal community to provide for the timely dissemination of accurate and current legal information.

Facilitates and supervises the selection and training of personnel. Hire, train and direct all employees in order to maintain a consistent quality of service for the patrons of the Law Library. Final authority on disciplinary matters related to employees of the Law Library.

Oversees the preparation of executive of the Law Library budget. Monitors the accuracy and timeliness of budget preparation as well as coordinate acquisition of materials and payment for services provided to the Law Library. Approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the department.

Serves as representation for the Law Library in professional associations and other organizations. Instructs and directs the public as to the services provided by the Law Library. Observes and evaluates “cutting edge” technology, provided and/or used by other institutions to determine its effectiveness within the Cook County Law Library system.

### **Knowledge, Skills and Abilities**

Knowledge of the law and library administration. Extensive knowledge of policies and procedures of Library Management. Ability to make policy recommendations. Ability to develop, coordinate and implement programmatic changes.

Ability to prepare departmental budget and allocations of funds and maintain the department operation under budgetary constraints.

Extensive knowledge and understanding of legal bibliography. Must possess thorough knowledge of legal systems of law and legal reference work with emphasis on laws of the United States.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Must be able to demonstrate good administrative and supervisory skills. Ability to communicate effectively verbally and in writing.

Possession of excellent writing skills; ability to articulate through written documents. Excellent organizational skills.

Possess the ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Skilled in Lexis/Nexis, Westlaw, Work Perfect and Microsoft Windows.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor’s degree, PLUS a minimum of three (3) years professional Law Library experience **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Graduation from an accredited School of Law with a Juris Doctorate.

Master’s Degree in Library Science from an institution accredited by the American Library Association.

Five (5) years or more of professional experience as a Law Librarian.

Prior supervisory or managerial work experience.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee’s normal line of work.**

## COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5551  
Job Title: Deputy Law Librarian  
Salary Grade: 23  
Bureau: Administration  
Department: Law Library  
Dept. Budget No. 530  
Position I.D. 1001010  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Provides expert legal research assistance to members of the Bench, Bar and Public in conjunction with the services and collections of the Cook County Law Library. Ensures the proper administration and dissemination of special collection materials. Develops procedures and policies for maintaining continuity of special collections consistent with the goals of the Library. Performs a variety of special projects, administrative and supervisory tasks relative to the day to day operations of the Law Library.

#### **Key Responsibilities and Duties**

Ensures the proper administration and dissemination of special collection materials. Searches literature, compiles accession lists and annotates or abstracts materials.

Develops procedures for training and supervision of clerical staff within various divisions of the library.

Deals with patrons' questions and complaints pertinent to the area of expertise; exercises problem-solving techniques to eliminate or resolve discrepancies involving library services and policies and procedures.

Assists members of the Bench, Bar and Public with legal research inquiries. Assists the Executive Law Librarian in the development and maintenance of collections.

Develops procedures and policies in order to ensure proper circulation and return of materials and the preparation and issuance of written notices for lost or overdue library materials.

Oversees financial and administrative reporting procedures; submits revenue reports, weekly administrative and statistical report to Executive Law Librarian.

Coordinates the timely opening and closing of library and reports any incidents to Executive Law Librarian.

Develops procedures and policies for maintaining continuity of special collections consistent with the goals of the library. May research special legal projects for County Commissioners or Judges as directed.

Responsible for on-site and inter-departmental services; may be required to provide services at other branches for departments in cases of absences, under staffing and/or special projects.

### **Knowledge, Skills and Abilities**

Good interpersonal relation skills; ability to be tactful and exercise diplomacy in meeting the public as well as other employees in a wide range of diverse situations.

Ability to be punctual and flexible; adaptable to work in different divisions and other branches.

Extensive knowledge and understanding of legal bibliography and skill in the application of research techniques.

Good administrative and supervisory skills; ability to communicate effectively verbally and in writing.

Thorough knowledge of special library collection procedures, location, classification and availability (i.e. Federal Register, Code of Federal Regulations, Serial Set (Hearing House and Senate reports)).

Extensive knowledge of procedures for the maintenance and administration of special collections.

Vast knowledge of the law (capable of distinguishing different types of substantive and procedure laws such as contracts and torts, etc.).

Complete knowledge of other resources and facilities and how to use these resources or refer patrons to these facilities which will provide access to special collections.

Exact knowledge of various government publications and the findings of such publications.

Extensive knowledge of the organization, structure and publications of the various governmental agencies.

Thorough knowledge and understanding of the statutory law regulations of the United States.

Provides substantive analysis for institutional collection development objectives.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years professional Law Library experience **OR**, an equivalent combination of professional work experience, training and education.

## **Preferred Qualifications**

Graduation from an accredited School of Law with a Juris Doctorate.

Master's Degree in Library Science from an institution accredited by the American Library Association.

Five (5) years of professional experience as a Law Librarian.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**