NEW MEXICO JUDICIAL BRANCH

LAW LIBRARIAN 1

(Classified or At-Will)

TARGET SALARY: $59,109-$118,221 annually, or $28.418-$56.837 hourly depending upon experience (pay range JJ)
LOCATION: Varies, statewide locations
FLSA STATUS: Exempt
JOB CODE: 9301JB (Classified) 9303JB (At-Will)
BENEFITS: Competitive benefits package offered

NEW MEXICO SUPREME COURT

The Supreme Court is the highest court of the Judicial Branch of State Government. The Supreme Court's mandatory, exclusive appellate jurisdiction includes:

- Capital appeals, appeals from the Public Regulation Commission, and appeals in election challenges.
- Supervisory control over all other courts.
- Regulating attorneys licensed to practice law in New Mexico, and imposing discipline against attorneys and judges for professional misconduct.
- Responsibility for statewide administrative oversight of the entire Judiciary, including the promulgation of rules of practices and procedure and the appointment and oversight over committees, boards, and commissioners.

GENERAL STATEMENT OF DUTIES

Acting under general supervision provides administrative assistance, customer services, technical support, and training to the public and the courts of the state of New Mexico.

EXAMPLES OF JOB DUTIES

- **The Law Librarian 1** is responsible for performing research, maintaining collections, and developing and administering the legal information collection.
- Superintends microfiche, digital and electronic titles, and materials collection.
- Prepares and maintains associated reports.
- Evaluates binding needs and ensures proper classification.
- Follows policies outlined by Chapter 19 Title 44 of the U.S. Code, the Federal Depository Library Manual, and Law Library Policies.
- Reviews policies, rules, and regulations promulgated by Governing Printing Office (GPO).
- Balances, reconciles, and receipts all incoming monies and ensures accurate fees are paid and recorded.
- Ensures compliance with Federal Depository Library Programs Standards to maintain the library's status as a Federal Government Depository.
- Selects and cancels materials in accordance with Government Printing Office (GPO) regulations, user needs, and budgetary or library constraints.
- Performs the cataloging and classification of various publications and the processing of all materials in the library in accordance with library procedures, SuDoc classification regulations, Library of Congress guidelines, MARC, RDA, and AARCR2 standards.
- Organizes collection and updates legal materials.
- Corresponds and negotiates with publishers regarding transactions or disputes.

- Consults with the State Law Librarian regarding the acquisition of specific computer technology.
- Locates and conveys information without giving legal advice.
- Instructs attorneys, patrons, library, and other courts or their legal staff in traditional and computer-assisted research procedures.
- Informs Judiciary and library staff of notable acquisitions.
- Performs outreach by presenting seminars to state and public libraries, attorneys, and other parties on various legal research topics and resources.
- Maintains awareness of current developments in statuary law, case law, and library science.
- Participates in and attends library science, computer applications, legal continuing education activities, and library programs at state and national library conferences.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of Integrated Library Systems; Library of Congress guidelines, MARC standards, Anglo-American Cataloging Rules 2nd (AACR2), and RDA guidelines, standards, and schedules on bibliographic organization, database structure and use; library acquisitions and the acquisition process; Library ethical and confidentiality standards; print, digital and interdisciplinary research; digital publishing; computer applications, electronic information resources and trends; Federal Depository guidelines and practices and emerging trends in government information publication and dissemination; legal terminology; New Mexico law, constitution and statutes, and federal law; court rules, structure, operations, policies and procedures; reference interview procedures and techniques; government documents, including processing, online cataloging, and instructional experience; library safety and security issues; basic financial, cash handling procedures, and accounting standards; and statistical analysis.

MINIMUM QUALIFICATIONS

Education: Master's Degree in Library Science from an American Library Association accredited college or university.

Education Substitution: None.

Experience: One (1) year of experience as a librarian, cataloging publications, overseeing government documents, conducting research, or providing library reference and technical services.

Experience Substitution: None.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [http://www.mybenefitsnm.com/]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation 457(b) plan
- Lifetime Defined Benefits Retirement Plan [http://www.nmpera.org/]
- Flexible work schedules and alternative work locations*
- Free health care, Rx, and lab work at the facility (Stay Well Health Center) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education opportunities, educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program (PSLF)
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click here to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply here!

History of Job Description: Dev: 03/09/98 (Assistant State Law Librarian), Rev: 12/07/07 (Law Librarian I), Audit: 08/11/12, Rev: 12/16/19, Benefits updated: 02/26/2021; Audit: 12/31/22, Rev Pay Range: 07/08/23, 07/06/24, 07/05/225, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at nmcourts.gov.