

# NEW MEXICO JUDICIAL BRANCH

## LIBRARY TECHNICIAN

(Classified)

**TARGET SALARY:** \$34,343-\$68,686 annually, or \$16.511-\$33.022 hourly depending upon experience (pay range FF)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Non-Exempt

**JOB CODE:** 9300JB

**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 customer service, clerical assistance, and technical support to enhance the Supreme Court Law Library operations.

### EXAMPLES OF JOB DUTIES

- **The Library Technician** is responsible for assisting librarians in the in-take, organization, physical processing, and shelving of library materials.
- Assists in the maintenance of the Supreme Court Law Library collections.
- Maintains files and records, and checks new items into the integrated library system.
- Provides clerical assistance and technical or equipment support.
- Attaches items to bibliographic records on the integrated library system.
- Updates materials and replaces old volumes and pocket-parts.
- Processes items by adding labels, property stamps, and bar codes.
- Places items in the correct place, shelf-reading, and shifts books within the collection.
- Interfiles materials in loose-leaf reporters and treatise.
- Repairs damaged books and discards obsolete books following procedures.
- Files microfiche and assists at the Reference Desk.
- Maintains logs, files, and records and prepares documents for processing.
- Prepares materials for binding.
- Attends meetings, training, and presentations.
- Other duties as assigned.

## **COMPETENCIES/QUALIFICATIONS**

The successful applicant should demonstrate knowledge of Library of Congress guidelines, MARC standards, Anglo-American Cataloging Rules 2<sup>nd</sup> (AACR2), and RDA guidelines, OCLC; library and office filing systems; basic cash handling procedures; library ethical and confidentiality standards; serials; Integrated Library Systems; circulation processes; the legislative process; government documents processing; and legal publications, including statutes, reporters, law reviews, and secondary resources; and book repair and preservation techniques.

## **MINIMUM QUALIFICATIONS**

**Education:** High School diploma or GED required.

**Education Substitution:** None.

**Experience:** Two (2) years of library experience.

**Experience Substitution:** College-level coursework in library science, paralegal studies, or a related discipline may substitute for up to one (1) year of experience at a rate of 30 semester hours equals one (1) year of experience.

## **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 time off, up to eight (8) weeks
- Paid time off and retirement buyback
- 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 (Library Assistant) Rev: 12/07/07 (Library Technician), Audit: 08/11/12, Rev: 12/16/19, Benefits updated: 02/26/2021; Audit: 12/31/22, Rev Pay Range: 07/08/23

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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](http://nmcourts.gov).