



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Court Assistant – Law Librarian

FLSA: NE

SERVICE: Classified

REVISED: 6/1/05

Summary: Under close supervision, performs support work of routine difficulty in the operation of the Superior Court; performs related duties as required or assigned. This position encompasses three primary functions: 1) Bailiff, 2) Law Librarian and 3) Clerical; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

Law Librarian:

- Maintains the law library and Self-Help Center in an orderly manner.
- Assist public with Court procedures, obtaining forms and other questions.
- Updates printed material.
- Maintains current inventory of books and materials.
- Assist with the security of library property.
- Develops a checkout (borrowing) policy and procedure and maintains such.
- Coordinates the maintenance and repair of the library, furnishings, and equipment.
- Make recommendations for the replacement of printed materials and equipment.

Knowledge and Skills:

- Knowledge of courtroom practice and procedures.
- Knowledge of general office practices and procedures.
- Knowledge of legal terminology and business English, spelling, punctuation and grammar.
- Knowledge of data entry and verification procedures.
- Skill in operating computer and other office equipment and machines
- Skill in typing/data entry at a level sufficient for the position.
- Skill in courtroom research and verification procedures.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

Minimum Qualifications:

High School Diploma or G.E.D.; AND three years responsible general office work; AND valid driver's license.