

POSITION DESCRIPTION

Title: Librarian (Supplemental)

Department: Circuit Court – Law Library

Job Analysis: August 2022

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Presiding Circuit Court Judge

Subordinate Staff: None

Internal Contacts: Staff

External Contacts: General Public

Salary Grade: Contractual/Exempt

Job Domains

1. Assist with various forms for purchase and help “others” needing assistance with research.
2. Manage and assist with copies made by attorneys and “others”. Send out statements to attorneys twice a year for copies made.
3. Make deposits to Baldwin County Commission with money collected from sale of forms and copies. Email deposit slip to Accounting and Personnel.
4. Make copies of divorce forms and courier to the Fairhope and Foley Clerk’s office where they send payments in the form of money orders back to me for deposit.
5. Manage telephone records for the judges’ cell phones and hotspots.
6. Create requisitions for payment of bills twice a month and have the Presiding Judge to sign. Take them over to the Baldwin County Commission for approval on the 1st and 3rd Tuesday of each month. After approval and the checks are cut, pick up, make copies and mail to the appropriate vendor.
7. Maintain ten (10) Xerox copiers in the courtrooms and judges’ offices and send in the meter readings each quarter.
8. Manage three (3) computers (Bay Minette, Foley, Fairhope) with legal research, Westlaw, which is free to attorneys and “others”.
9. Maintain the Code of Alabama and all other books with updates and pocket parts.
10. Make sure all supplies are ordered and are in stock. (i.e., paper, toner, drums, receipt books, envelopes, office supplies and postage.)
11. Help with the approval and printing of yearly Circuit Court calendars.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate effectively with office staff and general public.
2. Math skills to perform basic operations.
3. Skills to prepare reports, complete forms, and to compose letters.
4. Skills to read and understand written instructions, manuals, and correspondence.
5. Ability to operate office machines such as calculator, computer terminal and copy machine.
6. Knowledge of general office procedures.
7. Ability to work independently with little supervision.
8. Knowledge of departmental policies and procedures and ability to apply them to work problems.

Minimum Qualifications

1. High school diploma or equivalent.
2. Office experience, required.