

**Law Librarian 1 (U) #00000009-21600,  
Full-Time, At-Will, Perm, in Santa Fe, New Mexico**

**# of Positions: 1**

**Target Pay Range/Rate: \$32.833 per hour OR \$68,293 annual salary**

The NM Supreme Court is recruiting for a full-time, at-will, Law Librarian 1 (U) #00000009-21600 position for the Supreme Court Law Library in Santa Fe, New Mexico.

**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. Finalist(s) may be subject to criminal background checks.

**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 AACR2 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 statutory 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.

### **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.

### **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](#)

## **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.

## **TO APPLY:**

Submit a New Mexico Judicial Branch Application for Employment, or a Resume and a Resume Supplemental form, and proof of education to:

Attn: Abbie Jackson, SR Human Resources Administrator at [supajj@nmcourts.gov](mailto:supajj@nmcourts.gov)

(505)827-4827