

**Job Class Profile:**            **Law Librarian**

**Pay Level:**                      **CG-40**                      **Point Band:**                      **916-949**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	7	5	2	4	6	5	5	4	2	
Points	327	83	13	19	180	108	103	86	21	940

## **JOB SUMMARY**

The Law Librarian performs professional work in the administration of a province-wide legal research and information system for the Department of Justice. Work involves the responsibility for developing, coordinating and administering the legal research and information system for the benefit of legal counsel in the Department of Justice and other Government departments and agencies, the Judiciary, law enforcement officers and conducting on-line legal research for all members of the Law Society of Newfoundland. Work involves maintenance of a large central reference law library and several smaller branch libraries, budget monitoring, identifying and recommending the development and implementation of library policies and procedures, and the supervision of technical support staff at headquarters. Work is performed independently within broadly established policies and procedures and is reviewed by supervisor through conferences and reports.

### **Key and Periodic Activities**

- Provides legal research and reference services to legal staff and the Judiciary using print and on-line resources.
- Provides current awareness service to all library patrons.
- Performs collection review and development.
- Responds to or distributes messages received through the Department of Justice e-mail.
- Prepares and monitors the law library's budget.
- Performs accounting activities such as processing invoices for payment and then follow up to ensure that payment has been made.
- Checks in-force information for Federal legislation.
- Distributes judgments as they are released by the Courts.
- Records and manages attendance register for the Division.
- Performs staff supervision.
- Modifies/updates library databases.
- Modifies/updates Department of Justice Intranet site.
- Maintains Annotated Rules of Court.
- Oversees implementation and renewal of research resource contracts.

<b>Key and Periodic Activities</b>
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| <ul style="list-style-type: none"> <li>— Catalogues publications.</li> </ul> |
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## SKILL

<b>Knowledge</b>
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**General and Specific Knowledge:**

- Legal research methods.
- Legal databases.
- Law library policies, procedures and guidelines.
- Federal and Provincial legislation.
- Budgeting/Accounting.

**Formal Education and/or Certification(s):**

- Minimum: Master's Degree in Library Science, Information Science/Studies or Information Management.

**Years of Experience:**

- Minimum: 6 to 7 years of experience.

**Competencies**

- Current legal research resources and legal/court procedures.

<b>Interpersonal Skills</b>
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| <ul style="list-style-type: none"> <li>— A range of interpersonal skills are used to listen to requests for information which are usually of a complex nature from government staff, Solicitors and on behalf of the Minister of Justice; ask questions to understand the nature of requested information; provide routine legal information to others; provide training as required to staff accessing online research services and gain the cooperation of others to complete research projects.</li> <li>— Communications occur with law library staff and staff throughout Government departments including solicitors, supervisors and managers; with suppliers and sales representatives and with Departmental Executive.</li> <li>— The most significant contacts are with departmental solicitors and other government representatives to acquire information regarding ongoing issues.</li> </ul> |
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## EFFORT

<b>Physical Effort</b>
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| <ul style="list-style-type: none"> <li>— Work demands occasionally result in fatigue, requiring periods of rest.</li> <li>— Lifting/moving of books and supplies weighing less than 10 lbs. occurs constantly.</li> <li>— Physical effort includes constantly sitting at a computer typing as well as standing and walking. Regularly requires strength when shelving materials including climbing. Occasionally required</li> </ul> |
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<p>to work in awkward or cramped positions.</p> <ul style="list-style-type: none"> <li>— Work constantly requires fine finger or precision of work as a majority of each work day is spent typing.</li> </ul>
<p><b>Concentration</b></p> <ul style="list-style-type: none"> <li>— <b>Visual</b> concentration is required on a constant basis to read Court decisions and documents retrieved as a result of legal research to determine if documents are pertinent to the research and identify any reference to appeals or changes in the material.</li> <li>— <b>Auditory</b> concentration is required on a constant basis to listen to and understand requests for information.</li> <li>— <b>Repetition requiring alertness</b> is regularly required to perform accounting functions and process invoices.</li> <li>— <b>Time pressures/deadlines; interruptions and lack of control over work pace</b> occur regularly as there is no control over when informational requests are received and when the information is required. This is sometimes governed by court dates and statutory requirements.</li> <li>— <b>Exact results and precision</b> is constantly required regarding the information being released.</li> </ul>
<p><b>Complexity</b></p> <ul style="list-style-type: none"> <li>— Work tasks and activities are typically different and unrelated and require a broad range of skills and a diversity of knowledge. Work related challenges and issues require problem definition and the development of complex solutions.</li> <li>— Complex requests for legal information must be reviewed to determine what information is to be researched and then determine the best methods of legal research (i.e. using multiple databases) and sources to be used and the best way to present the acquired information.</li> <li>— Law library related work is usually repetitive/well-defined and different depending on the nature of the information requested. Standard library procedures are utilized for processing and cataloguing legal information and established techniques are used to conduct legal research into broad subject areas requiring knowledge of provincial and federal legislation. Unrelated work activities include developing and monitoring the library budget and accounting work related to the processing of invoices.</li> <li>— Typical problems/issues/challenges related to research issue. The majority of work involves the receipt of a research request that must then be interpreted and then a determination must be made on the best methods of research and the best sources to be used, and the best way to present the acquired information to the requester.</li> <li>— Resources are available to address any work issues and include the person requesting the information, other staff and legal materials such as statutes, regulations and court decisions.</li> </ul>

## RESPONSIBILITY

<p><b>Accountability and Decision-Making</b></p> <ul style="list-style-type: none"> <li>— Work tasks and activities are not generally prescribed nor controlled.</li> <li>— Without formal approval can independently make decisions regarding library collection development including discarding and purchasing new publications within predetermined budgetary limits. Prioritizes projects to be completed in the Law Library. Conducts legal research independently and decides upon the research methodology and sources to be</li> </ul>
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<p>referenced. Prepares and monitors library budget.</p> <ul style="list-style-type: none"> <li>— Commitments on behalf of the organization, such as purchasing or renewing licenses/ contracts for new online services, require supervisory approval.</li> <li>— Discretion is exercised daily concerning research practices and collection development.</li> </ul>
<p><b>Impact</b></p> <ul style="list-style-type: none"> <li>— Completion of legal research generally impacts the party requesting the research and any third parties involved in the research. Completion of job tasks within the Law Library affects patrons and staff of the library.</li> <li>— Work activities impact information and material resources research is conducted. Finances are impacted when new material is ordered or materials cancelled as well as resulting from errors made in budgeting or invoice processing.</li> <li>— Consequence of errors made in legal research varies depending upon the situation. However incorrect information or research could impact court decisions or lead to errors in policy decisions/making.</li> <li>— Mistakes/errors are typically identified and resolved within hours based on self-check and controls used and review by the legal community of information provided.</li> </ul>
<p><b>Development and Leadership of Others</b></p> <ul style="list-style-type: none"> <li>— Typically responsible for direct and ongoing bargaining unit supervisory activities for a small size work group of employees (1 to 4 employees).</li> <li>— Development and leadership responsibilities exist such as providing feedback, advice and guidance on all library related duties and tasks, acting as a technical mentor and providing orientation as needed.</li> </ul>

## WORKING CONDITIONS

<p><b>Environmental Working Conditions</b></p> <ul style="list-style-type: none"> <li>— Work does not require any special precautions or safety equipment.</li> <li>— There is limited likelihood of minor cuts, bruises, abrasions, minor illnesses or fractures if health and safety precautions are followed.</li> <li>— Occasionally exposed to dirt or dust collected on books and shelving, glare from a computer screen, limited ventilation or lighting, working in awkward or confining spaces when shelving materials and a lack of privacy when speaking with clients.</li> </ul>
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