STATE OF OHIO (DAS) CLASSIFICATION

|) | CLASSIFICATION SERIES: | SERIES NO.: | |
|---|------------------------|---------------|-----------------------|
| | Law Librarian | 6433 | |
| | MAJOR AGENCIES: | EFFECT. DATE: | NEW EFF. DATE: |
| | Attorney General Only | 01/01/1980 | 01/13/1991 |

SERIES PURPOSE:

SPECIFICATION

The purpose of the law librarian occupation is to assist in maintaing the law library with emphasis on legal research & retrieval.

CLASS TITLE: CLASS NUMBER:

Law Librarian 64331

EFFECTIVE DATE: NEW EFFECTIVE DATE:

01/01/1980 01/13/1991

CLASS CONCEPT:

The entry level class works under immediate supervision & requires some knowledge of legal research material in order to assist in maintaining the law library.

| CLASS TITLE: | CLASS NO.: | BARG. UNITS: |
|---------------|------------|--------------|
| Law Librarian | 64331 | 045 |

EFFECTIVE DATE:

NEW EFFECTIVE DATE:

01/01/1980

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Originates & maintains legal research filing system including indexing & classifying legal research material for retrieval.

Maintains legal library including research material, card catalog, dockets, files & legal papers.

Orders new library materials, checks on needs of patrons; works with other libraries to obtain needed legal research materials.

Reshelves research materials; answers phones; files; operates copy machines; performs light typing (e.g., labels, card, memos).

MAJOR WORKER CHARACTERISTICS:

Knowledge of library management; ability to comprehend & discuss legal documents; gather, collate & classify legal information according to establish method; answer telephone inquiries.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 courses in library management/research (or 3 mos. exp.); 1 course in legal terminology (or 1 mo. exp.).

- -Or alternative, equivalent evidence of the Major Worker Characteristics noted above.
- -Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.