<table>
<thead>
<tr>
<th>STATE OF OHIO (DAS)</th>
<th>CLASSIFICATION SERIES:</th>
<th>SERIES NO.:</th>
</tr>
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<tbody>
<tr>
<td>CLASSIFICATION</td>
<td>Law Librarian</td>
<td>6433</td>
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<td>SPECIFICATION</td>
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<td>MAJOR AGENCIES:</td>
<td>Attorney General Only</td>
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<td>EFFECT. DATE:</td>
<td>01/01/1980</td>
<td>NEW EFF. DATE: 01/13/1991</td>
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**SERIES PURPOSE:**
The purpose of the law librarian occupation is to assist in maintaining the law library with emphasis on legal research & retrieval.

**CLASS TITLE:**
Law Librarian

**CLASS NUMBER:**
64331

**EFFECTIVE DATE:**
01/01/1980

**NEW EFFECTIVE DATE:**
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:** Law Librarian

**EFFECTIVE DATE:** 01/01/1980

**NEW EFFECTIVE DATE:**

**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.