

**Comal County  
Job Description**

**Job Title:** Part-Time Law Librarian

**Department:** Law Library

**Employee Name:**

**Salary:** N4 - \$13.11 per hour

**Location:** Comal County

**FLSA Status:** Non-Exempt

**Job Code Number:** 0205

**DOT Code:**

**Employee ID:**

**Reports To:** Law Library Chair/Law  
Library Committee

**Prepared By:** Human Resources

**Approved By:** Law Library Committee

**SUMMARY**

Responsible for the day-to-day activities of the Comal County Law Library and coordination of legal information services for the Courts.

**SUPERVISION RECEIVED**

Works under the general supervision of the Law Library Chair.

**SUPERVISION EXERCISED**

Generally none.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

1. Process all material entering library collection; Approve library materials for purchase.
2. Under general supervision, is responsible for managing overall operations of the Law Library.
3. Evaluates the law library, the content of collections, organization and physical arrangement of library facilities.
4. Selects and organizes library materials in order to provide efficient and convenient access; Log, make ready, and properly display new books and materials as they are received; Approve invoices and billings for payment.
5. Manages and administers library operations e.g. acquisitions, circulation and reference functions; Responsible for purchasing, inventory, monitoring expenditures, budget approval and review; Reviews and selects publications, electronic media and materials for acquisitions and removal; Documents and files materials received.
6. Responsible for examining and returning unsolicited materials; Handles complaints and

requests for materials.

7. Writes, recommends and/or implements library procedures in keeping with the policies of Comal County.
8. Other duties that may be assigned by the Law Library Chair.

## **POSITION SPECIFICATIONS**

1. Knowledge of legal terminology Ability to organize legal information.
2. Ability to effectively communicate, both verbally and in writing.
3. Knowledge of law library materials, databases and publishers; Maintain a professional relationship with publishers and vendors; Perform basic mathematical calculations.
4. Operate personal computer, and basic office equipment.
5. Establish and maintain effective working relationships with County employees, co-workers and attorneys.

**Note:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

## **MANDATORY QUALIFICATIONS:**

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED). Librarian training is desirable. The individual should possess a thorough working knowledge of library and accounting procedures and practices with one (1) to two (2) years of library operations including computer applications and accurate typing skills. Civil/Criminal/Juvenile law knowledge is preferred.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or

diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS**

This is a sedentary position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is this a contract for employment.

Approval: \_\_\_\_\_  
(Supervisor or Department Head)

Approval: \_\_\_\_\_  
(Commissioner's Court)

Effective Date: \_\_\_\_\_

Revision History: \_\_\_\_\_

Acknowledgement of employee: \_\_\_\_\_  
(Printed Last, First Name , MI)

Signature of employee: \_\_\_\_\_