



### **Cataloger/Assistant Law Librarian, California Judicial Center Library, San Francisco**

We have an open position at the CA Judicial Center Library (CJCL) for an enthusiastic Cataloger with knowledge of Innovative's Sierra platform. Please click on the link below to see the attached Employment Opportunity description if you are interested:

[https://careers.jud.ca.gov/psc/recruit1/EMPLOYEE/PSFT\\_HR/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=4461&SiteId=1&PostingSeq=2](https://careers.jud.ca.gov/psc/recruit1/EMPLOYEE/PSFT_HR/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=4461&SiteId=1&PostingSeq=2)

#### **CJCL Mission Statement:**

The California Judicial Center Library serves all members of the Supreme Court of California, the Court of Appeal First District, and is open to the Judicial Council. The CJCL provides outstanding and innovative information services by creating, developing, preserving, and supporting appropriate current and historical resources; promotes the dissemination of information; and serves as a gateway to educating users about information sources in, and beyond, the scope of its collections.

If you are looking for a wonderful team environment, I invite you to apply. The application period is open until July 19, 2017 and you must go through our HR office.

#### **Overview**

The California Judicial Center Library (CJCL) in San Francisco has an opening for Assistant Law Librarian I/II to deliver service in the Collection Management Services unit of the library. The full-time (40 hours/week) position offers all major benefits including health, dental, vision, vacation, sick leave, retirement and transit subsidies.

#### **The California Judicial Center Library**

Under the leadership of a new Director, the California Judicial Center Library serves all members of the Supreme Court of California, the Court of Appeal First District, and is open to the Judicial Council. The CJCL provides outstanding and innovative information services by creating, developing, preserving, and supporting appropriate current and historical resources; promotes the dissemination of information; and serves as a gateway to educating users about information sources in, and beyond, the scope of its

collections. The library's primary collection, 300,000 volumes, is located in the Hiram Johnson Building, San Francisco.

### **Responsibilities**

- Complete original and copy cataloging of materials, including Special Collections and Archives materials, for the CJCL and for the libraries of other Court of Appeal Districts, using the Library of Congress Classification system;
- Have extensive knowledge of the Sierra platform from Innovative Interfaces, Inc.;
- Manage the batch loading and maintenance of catalog records received from vendors, run reports, compile monthly statistics and edit records as needed;
- Manage authority control in the database, plan for authority control projects, schedule annual tasks, identify problems, and contact appropriate vendor for solutions;
- Manage library systems by monitoring updates, submitting tickets and following up on reported problems, install application on computers as needed and monitor listservs;
- Review serial check-in records for accuracy, making appropriate edits and creating new bib records and cards when needed, and informing Senior Law Librarian Technician (AP) about problems;
- Assist with Collection Management Services (CMS) procedures and be a back-up to the CMS Staff;
- Assist with circulation tasks, storage, and stacks maintenance as needed;
- Answer Reference Librarians' questions about library holdings and research titles, if necessary;
- Transport books and boxes of books weighing up to approximately 40 pounds;
- Perform other related duties as assigned; and,
- Travel to other Court of Appeal Districts throughout California as needed.

### **Qualifications**

#### **MINIMUM QUALIFICATIONS**

##### Assistant Law Librarian I:

Equivalent to possession of a master's degree in library science from an American Library Association (ALA)-accredited institution, and two years of professional library experience.

Additional directly related experience may be substituted for the education on a year-for-year basis, or the equivalent to possession of a law degree and one year of professional library experience.

##### Assistant Law Librarian II:

Equivalent to possession of a master's degree in library science from an ALA-accredited institution, and two years of professional law library experience.

Additional directly related experience may be substituted for the education on a year-for-year basis, or the equivalent to possession of a law degree and two years of professional law library experience. Or, two years as Assistant Law Librarian I with the Judicial Branch.

## DESIRABLE QUALIFICATIONS

In addition to the above qualifications, the ideal candidate would either possess experience with, or have an interest in developing experience with, cataloging rare and special collections materials; experience preparing collection-level MARC records for archival collections; familiarity with archival collections management systems such as ArchivesSpace or Archivists' Toolkit; and knowledge of relevant standards for archival description such as EAD (Encoded Archival Description), DACS (Describing Archives: A Content Standard), and EAC-CPF (Encoded Archival Context – Corporate Bodies, Persons and Families).

**Please Note:** If you are selected for hire, you will be required to provide verification of employment eligibility or authorization to legally work in the United States.

## How To Apply

This position requires the submission of our official application, and a resume.

Click here for more information:

[https://careers.jud.ca.gov/psc/recruit1/EMPLOYEE/PSFT\\_HR/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=4461&SiteId=1&PostingSeq=2](https://careers.jud.ca.gov/psc/recruit1/EMPLOYEE/PSFT_HR/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=4461&SiteId=1&PostingSeq=2)

To ensure consideration of your application for the earliest round of interviews, please apply by **Wednesday, July 19, 2017**, however, this position will remain open until filled. To complete an online application, please click the Apply Now button. Or,

To obtain a printed employment application, please download a copy from the Careers page on our website in the Special Access section and mail to:

Judicial Council of California – Human Resources  
455 Golden Gate Avenue, 5th Floor  
San Francisco, California 94102-3660  
415-865-4272 Telecommunications Device for the Deaf

## Pay and Benefits

Monthly Salary Ranges (fulltime):

Assistant Law Librarian I: \$5,822 - \$7,080 per month

Assistant Law Librarian II: \$6,408 - \$7,788 per month

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year

- \$130 transit pass subsidy per month
- Pre-Tax Parking Savings Program
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Disability (employee paid/optional)
- Group Legal Plan (employee paid/optional)

**Equal Employment Opportunity**

The California Judicial Center Library is an Equal Opportunity Employer.