



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 9524

POSITION TITLE: SENIOR LAW LIBRARIAN

JG: 24

LOCATION: 9th JUDICIAL DISTRICT
WESTCHESTER COUNTY

BASE SALARY: \$89,338 + \$4,920 LOCATION PAY

CLASSIFICATION: COMPETITIVE – PROVISIONAL*

QUALIFICATIONS: One year of permanent, competitive class service in the Law Librarian title; **or** Master's degree in Library Science or Library Information Sciences from an American Library Association (ALA) accredited college or university and two (2) years of professional work experience using library automation, providing legal reference services or involving library administration. This experience must have been in a law library or library information center with a significant legal collection; **or** Law Degree from an accredited law school and two (2) year of professional work experience using library automation, providing legal reference services or involving library administration. This experience must have been in a law library or library information center with a significant legal collection.

***Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors**

DISTINGUISHING FEATURES OF WORK: Under supervision of a District Administrative Judge or a Principal Law Librarian, Senior Law Librarians provide professional library services by implementing policies, performing acquisition functions, original cataloging, and classifying materials using electronic systems based on standard library guidelines. Senior Law Librarians coordinate and implement resource sharing and evaluate the various collections under their jurisdiction for accuracy, relevance and completeness, tailor these collections to complement one another and avoid unnecessary duplication, assist in budget preparation and resource allocation. Senior Law Librarians may manage diverse legal research collections and supervise Law Librarians, paraprofessionals and clerical staff. Senior Law Librarians operate, and may manage, a variety of library and research automation systems. They perform legal research, oversee chambers collections, participate in electronic reference and technical consortiums and work on statewide initiatives in cooperation with the Office of Legal Information. They may coordinate operations of geographically separate legal research collections, and perform other related library and administrative duties.

ASSIGNMENT: Duties include, but are not limited to: providing legal research and reference support to judges, court attorneys, and non-judicial staff; providing online legal reference services to the public via Ask A Law Librarian; reviewing and evaluating legal research materials in all formats to identify items to be added or withdrawn from the collections of the Criminal and Civil Term Justices' Libraries; cataloging new items in the collections according to Library of Congress classification system and court-specific guidelines, and constantly monitoring effectiveness of collection organization; implementing and monitoring collection development policies, and recommending modifications thereof; operating acquisition system, including bibliographic searching, retrieval, receipt, verification, labeling, and recordkeeping; monitoring changes in cataloging and classification standards and modifying library records to comply; and other related duties.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume and cover letter by email to 9jEmployeeinformation@nycourts.gov or by mail to:

HON. ANNE E. MINIHAN, J.S.C.
ADMINISTRATIVE JUDGE 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD
WHITE PLAINS, NY 10601

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: April 15, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 13, 2025

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