



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 51425

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**POSITION TITLE:** PRINCIPAL LAW LIBRARIAN **JG: 28**

**LOCATION:** APPELLATE DIVISION, FIRST DEPARTMENT

**BASE SALARY:** \$ 107,629 + \$ 4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** One year of permanent, competitive class service in the Senior Law Librarian title or three (3) years of permanent, competitive class service in the Law Librarian title **or** Master's degree from an accredited school of library science and five (5) years of work experience in a law library or a library specializing in the social sciences, e.g., political science, economics, business, criminal justice, sociology, one (1) year of which must be in an administrative position; **or** Law Degree from an accredited law school and five (5) years of work experience in a law library **or** library specializing in social sciences; e.g. political science, economics, business, criminal justice, sociology, one (1) year of which must be in an administrative position; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Under general supervision, Principal Law Librarians are responsible for providing professional library service and assisting the Chief Law Librarian in the formulation and implementation of statewide legal research collection policies and directly participating in statewide library planning. They evaluate existing library systems and services for sufficiency in meeting the needs of the users of the collection, and set standards for the currency, relevance and completeness of these systems and services. They serve as a resource for new developments in the law library profession, resolve complex questions related to the application of library classification and cataloging systems, and coordinate resource sharing among several collections. Principal Law Librarians, in concert with the local administrative office, are responsible for budget preparation, resource allocation, and other administrative duties. Principal Law Librarians supervise Senior Law Librarians, Law Librarians and clerical personnel, and may perform legal research and other related duties. Principal Law Librarians generally have direct responsibility for a legal research collection that is extensive and specialized. Such collections are the largest in the Unified Court System and have access to several automated legal research and library systems, and regularly serve a very large number of judges. In addition, Principal Law Librarians may be responsible for several chambers collections and overseeing the operations of several geographically separate collections (other than those in individual chambers).

**ASSIGNMENT:** Principal Law Librarian in the Appellate Division, First Department provides print and online research for the court's judicial and non-judicial legal staff, including the legal staff of the court's ancillary agencies. Prepares and maintains a fiscally responsible budget, prepares invoices for, and manages the print materials contained in the court's libraries and judicial chambers, and advises the court's agencies on their print collections. Maintains and updates the library's intranet site, which includes, but is not limited to, a court staff directory and an application which is used to search internal court documents. Uses specialized online research tools such as Lexis Advance, Westlaw, Pacer, Hein Online and an E-book library. Prepares library material for cataloging using an online catalog and for the filing of various forms of supplementation. Acquires access for Lexis Advance, Westlaw, and the online version of law journals for the department's legal staff, and coordinates training for users. Electronically distributes news items and articles to the justices and legal staff. Supervises library clerical staff.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by email to [ad1humanresources@nycourts.gov](mailto:ad1humanresources@nycourts.gov) or mail to:

Kerry Bookstaver  
Appellate Division, First Judicial Department  
27 Madison Avenue  
New York, NY 10010

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**

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**POSTING DATE:** August 8, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 5, 2024

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The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

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