

**CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND**  
**Personnel Class Specification**

**CIRCUIT COURT LAW LIBRARY AIDE**

**DEFINITION OF CLASS**

The Law Library Aide serves as support staff to the Law Librarian and Assistant Law Librarian. This position is part time and assists in all aspects of the law library. Information obtained in the course of the performance of these duties may be confidential or private in nature. The employee in this position must recognize that visitors to the Court may be under significant stress and ensure that they are treated with dignity and discretion as they obtain court-ordered services.

The incumbent reports directly to the Law Librarian, Assistant Law Librarian and is ultimately responsible to the Court Administrator.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage reference desk by directing all incoming telephone calls and assisting library patrons.
- Maintain the law library's conference room reservations calendar.
- Maintain legal loose leaf filing/updating.
- Shelve incoming legal publications.
- Perform informational research and reference services on an as-needed basis, including accessing on-line databases and other sources of information as required by judges, court personnel, attorneys, and the public.
- Update all stand-alone CD-ROMS.

- Complete on-going library projects.

This job description reflects management's assignment of essential functions. It does not prescribe or restrict additional various diversified tasks and assignments that may be required by the Judicial Officers and/or Court Administrator.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work a specific shift with flexibility to accommodate occasional schedule changes – four hours between 1:30 p.m. to 5:30 p.m. (close) the law library
- Ability to communicate effectively, orally and in writing, and exercise a high degree of judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel and the public
- Maintain a regular, punctual and reliable level of attendance
- Ability to work independently and have high level interpersonal skills to handle sensitive and confidential situations.
- Proficient in office computer databases
- Thorough knowledge of all library equipment and computers, including minimal repairs of copiers and facsimile machine
- Ability to handle multiple tasks and maintain a professional demeanor when dealing with court personnel and the public at all times
- Ability to make decisions based on experience, good judgment, and established policies and procedures
- Ability to set priorities and simultaneously process multiple duties and responsibilities
- Knowledge of and ability to apply fundamentals of business English, spelling, grammar, punctuation, standard office practices and procedures
- Excellent telephone manner and experience dealing with the public
- Ability to deliver and place library books on shelves in law library and judges' chambers
- Ability to shift and transport books to perform the essential functions of this position

- Ability to develop and maintain collaborative and professional working relationships with court personnel and the public

### **MINIMUM QUALIFICATIONS**

- B.S., B.A. or paralegal degree from an accredited university
- Good command of the English language (written and oral)
- Strong organizational skills a must
- One year customer service experience
- Basic knowledge of Microsoft Office Applications
- An equivalent combination of education and experience may be substituted with legal research experience

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

### ***How to apply for employment opportunities in the Administrative Office of the Circuit Court:***

1. Please open the [Online Employment Application PDF](#). **Mac users MUST use Adobe to complete the application. The Mac "Preview" application will not transmit your information to us.** The application form requires you to have Adobe Reader version 8 or higher. Go to <http://get.adobe.com/reader/> to download the latest Adobe Reader version.
2. A button marked "Highlight Fields" will be above and to the right of the Application form. Click the button to show fields that can be typed in.
3. Complete all applicable fields by typing or clicking into each one.
4. On the last page of the Application there are two buttons. The **Print** button will allow you to print a copy for yourself. The Save As button will allow you to save the completed application to your computer.
5. Please send an email with the following attachments to [adminhr@mcccourt.com](mailto:adminhr@mcccourt.com): completed application, cover letter, resume, and a writing sample.