

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: LIBRARIAN III -
Unit Law Librarian

SALARY GROUP: B18

DEPARTMENT: Administrative Review and Risk Management Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Paul Morales DATE: 01/27/2015

POSITION #: 019112

I. JOB SUMMARY

Performs highly complex library work. Work involves coordinating the acquisition and organization of library resources; conducting research; providing information and materials in response to requests; and supervising unit law library staff. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Administers and coordinates the unit Access to Courts Program to include Access to Courts rules and procedures and related agency policies and procedures; oversees the maintenance of files, records, and information systems; and ensures compliance with applicable requirements, laws, rules, and policies.
 - B. Maintains and ensures unit law library holdings are kept current, present, and in good condition; coordinates the inter-law library program; coordinates the delivery and pickup of legal research material to offenders with indirect access to the unit law library; and schedules offender law library attendance and other related services.
 - C. Reviews and evaluates offender requests for subsequent storage for legal and educational property; oversees the issuance of indigent supplies; reviews, investigates, and approves or denies offender requests for offender-to-offender legal visits; and coordinates and schedules offender attorney legal visits and phone calls.
 - D. Assists in conducting special library research projects; acts as liaison for open records requests; performs notary services; and trains unit law library staff in the unit law library administration and in records and information maintenance.
 - E. Supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning criminal justice or library experience.
3. Legal research experience preferred.
4. Experience in the supervision of employees preferred.

B. Knowledge and Skills

1. Knowledge of library and reference tools, techniques, and services.
2. Knowledge of primary and secondary sources in specialized subject area.
3. Knowledge of legal publications and law library operations.
4. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
5. Knowledge of computer software applications in libraries preferred.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.

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12. Skill to review technical data and prepare technical reports.
13. Skill to plan work in order to meet established guidelines.
14. Skill to train and supervise employees.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, working at heights, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.