

Job Description

CERTIFIED
By Webb County
Civil Service Commission
April 14, 2010
(NO.) 1130

DEPARTMENT: LAW LIBRARY

Slot No. : 0317

JOB TITLE: Webb County Law Library Assistant

Approved by: _____

Name of Employee Currently Holding Position: Reyes Mancha

Summary:

Performs supervisory function in absence of Law Library Director.

Assist attorneys, judges, County department employees and general public in finding needed resources via books on hand, cd's , online subscriptions and/or through other internet resources. Maintains the materials to ensure they are updated and returned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Maintain accurate and updated inventory of books
- Maintain books in order by placing releases and updates for bound and loose leaf materials
- Maintain inventory of outdated books to be disposed of as ordered by Commissioner's court
- Call attorneys to return books that are outstanding
- Checks out and reshelv books.
- Prepare requests for payments to auditor's only if director is absent.
- Prepare invoices and receipts for monies collected from copying, printers, fax and other costs.
- Deliver monies to Treasurer's Dept.
- Types labels for files.
- Assist attorneys, judges, County department employees and general public in finding needed resources via books on hand, cd's , online subscriptions and/or through other internet resources.
- Shepardize cases for attorneys and judges thru online subscription.
- Assist public in locating other county departments.

EDUCATION and/or EXPERIENCE:

- The above knowledge, skills and abilities are typically acquired through a combination of education and experience.
- High school degree or GED is required. Applicant is required to provide copies of diplomas and certificates of achievements with application
- Experience in law library or legal field is needed.
- Minimal typing skills are required.
- Must be fluent in English and Spanish to handle the general public.
- Good communication skills are also required.

CERTIFICATES, LICENSES, REGISTRATINOS:

- Must possess a valid Texas Driver's license –
- Must be able to be insured by the County's insurance carrier

OTHER SKILLS AND ABILITIES:

- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.
- Other additional duties may be required in the absence of Law Library Director.

Job Description

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Employee must occasionally lift and/or move over fifty (50) pounds.

DRUG/ALCOHOL POLICY:

Drug/Alcohol Policy applies to this job. Pre-employment drug/alcohol testing required.

WORK LOCATION: Webb County - Justice Center Building – Laredo, Texas 78042

WORK HOURS: 8:00 A.M. – 5:00 P.M. – Monday thru Friday

Job Performance Standards

- Evaluation of this position will be based primarily upon the preceding job description requirements and duties.
- Performs assigned duties
- Assists in providing library services
- Prepares and submits accurate reports
- Maintains contemporary knowledge of library practices
- Observes work hours
- Demonstrates punctuality
- Displays tact and patience when dealing with the public
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public
- Dresses professionally