

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE LIBRARY TECHNICAL ASSISTANT I	OFFICE/BRANCH/SECTION 42-LEGAL-SACRAMENTO
WORKING TITLE LEGAL LIBRARY ASSISTANT	POSITION NUMBER 701-001-1307-XXX
	EFFECTIVE DATE 8/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of a Senior Librarian, the Legal Library Assistant I is responsible for a variety of law library support activities.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
30%	E	Responsible for processing and record keeping of library materials and subscriptions. Duties include check-in of print materials using library software catalog system; loose-leaf and pocket part filing; and the scanning and/or routing of journals, newsletters, and newspapers. Conduct reference and research work utilizing print, electronic databases, Internet and other resources. Conduct legislative histories research.
30%	E	Uses CAL-Card or creates purchase requests for materials orders and renewals at the request of the Senior Librarian; notes standing order changes in library software catalog system; and processes library invoices for materials and services, sending approved invoices to Accounting for payment. Keep informed regarding trends in library research and reference management.
20%	E	Opens and processes daily mail; distributes updated print materials to staff offices; disposes of unsolicited materials and publisher advertisements received by the library; picks up and returns materials to the California State Library Witkin Law Library.
10%	E	Maintains a system for materials claims management. Duties include communicating with vendors concerning items not received or items needing to be returned, including packaging of items for return.
05%	M	Assists with keeping the Caltrans Legal Opinions index current (may scan, file, and index opinions as requested).
05%	M	Perform other job related duties as directed.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Elementary principles of professional library work and use of standard library tools, practices, and procedures; knowledge of library materials, including government and legal publications, pamphlets, and periodicals; knowledge of Microsoft Word, Microsoft Excel, and Adobe Acrobat. Experience with Inmagic DBTextWorks or other

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library software and State's Cal-Card program is desirable.

Ability to: Apply technology to tasks, including use of Microsoft Word and Excel; use technology to simplify and streamline tasks; learn new technology techniques to enhance the job; listen to others and communicates in an effective manner; approach a problem by using a logical, systematic, sequential approach; treat others fairly and with respect; provide regular consistent communication within area of responsibility; take responsibility for own work; identify and respond to current and future client needs; provide excellent service to internal and external clients; adapt to and work with a variety of situations, individuals and groups; open to different and new ways of doing things; desire to acquire new knowledge and skills for work; effectively work and complete assignments in group settings; work cooperatively with others to achieve common goals; monitor the quality of work with attention to detail; act to verify information and accuracy of work; and communicate ideas, thoughts, and facts in writing.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is generally responsible only for the decisions required to successfully complete job functions as described above; however, errors may affect the ability of the Legal Division to promptly and accurately advise and represent Department in court. This could result in loss of millions of dollars, court sanctions, and/or loss of credibility in the courts, with other public agencies and the public.

PUBLIC AND INTERNAL CONTACTS

Employee must maintain cooperative working relationships with office professional and support staff as well as other departmental employees.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Must be able to work under pressure, meet deadlines and maintain a helpful, positive attitude. Ability to work on a keyboard; manual dexterity; sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE