

INTERNAL/EXTERNAL

ADMINISTRATIVE OFFICE OF THE COURTS

**POSITION ANNOUNCEMENT #23-215**

Location	Position Available	Salary Range	Closing Date
NH Supreme Court Partial Remote Work Option Available	Digital Initiatives Librarian	\$49,686-\$72,930 Labor Grade: 28	Open until filled

The normal workday for Judicial Branch employees shall consist of 7.5 hours per day with work normally performed between the hours of 7:30 a.m. to 5:00 p.m. Monday through Friday; however, the normal workday may be adjusted based on business needs.

Employees hired for this position may be required to attend new employee orientation in Concord, NH prior to beginning their job at their assigned judicial branch location. Mileage reimbursement will be paid pursuant to the collective bargaining agreement.

**IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE**

- Step 1:**
- Print application from the *HR Job Postings* page on the website <https://www.courts.nh.gov/sites/g/files/ehbemt471/files/documents/2021-04/nhjb-2099-dfps.pdf>

(Applications are required. Resumes may be submitted to supplement the Application, and should be sent in the same fashion as described in step 2.)

- Step 2:**
- e-mail application to: [applications@courts.state.nh.us](mailto:applications@courts.state.nh.us)
  - or fax application to: (603) 513-5454
  - or mail application to: Administrative Office of the Courts  
Human Resources Department  
One Granite Place, Suite N400  
Concord, NH 03301

**(At any time we may have more than one position vacant in the court system.  
Your application may not be considered if you fail to note a specific position on your application.)**

**JOB DESCRIPTION**

**GENERAL SUMMARY**

Full-time, highly professional position in the Supreme Court Law Library responsible for supporting the Law Library's mission to inform and educate through the curated digitization of Law Library and Judicial Branch resources, and by participating in their promotion through displays, instruction, and outreach to students, the general public, and members of the legal community. This position will manage the Law Library and Judicial Branch archives in digital and physical formats and facilitate access to and ensure long-term preservation of special collections. This position will also provide reference and information services and participate in collection development and management. Employees in this position may be required to travel during the regular course of business and are subject to transfer or reassignment at the discretion of the Director of the Administrative Office of the Courts. The position is subject to sufficient and continued funding by the Legislature.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Ensure the accessibility of the digital resources of the Law Library by determining the appropriate intellectual organization and digital storage structure, analyzing the intellectual content of the source material, and conducting historical research for the preparation of metadata descriptions.
- Design and manage digital collections by establishing the metadata schema, controlled vocabularies, and exercising quality control of the software, equipment, and metadata records.
- Create policies and procedures for managing digital materials for ingest, storage, preservation, organization, description, and access.
- Help to preserve the intellectual and artifactual value of physical archival material.
- Provide access to archival collections by compiling finding aids, creating collection-level records or metadata descriptions to assist researchers.
- Help to develop and oversee the Law Library's events and educational offerings, which may include programs on the library's archival collections, and presentations to various community and governmental entities on civic education and the court system. Provide outreach services for the same.
- Present programs and conduct training sessions on Law Library resources and services, including research databases, legal technology, and services for attorneys and other legal professionals, members of the public, and public librarians.
- Oversee creation, organization, and publication of video content for education and outreach.
- Suggest library materials for acquisition, de-selection, and archiving.
- Provide reference assistance.
- Assist patrons with access to various electronic legal databases and print resources.
- Assist patrons with copying, scanning, faxing, and other office-related tasks in the Law Library, as needed.
- Assist patrons with registering new borrowers, helping with check in/out and Interlibrary Loan, and cataloging library materials.
- Contribute to the overall organization of the Law Library, as needed, by following relevant opening and closing procedures, re-shelving and updating materials, and generally maintaining the neat appearance of the Law Library.
- Other duties as assigned.

## DESIRABLE QUALIFICATIONS

### Education and Experience

- Master's degree in Library Science from an ALA-accredited graduate school or in an appropriate subject discipline with relevant special collections or archival training.
- Six (6) years of progressively responsible librarian experience including special collections or archives experience, and digital initiatives and digital library software and preservation experience.

- One (1) year of experience working on digitization projects, managing digital collections, or other digital library-related work applying digital preservation practices and standards using current technologies and software.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

### **Licenses or Certifications**

- Valid driver's license.

### **OTHER JOB REQUIREMENTS**

- Successful completion of a background check, including a criminal records check and motor vehicle records check.
- Attention to detail, and comprehension of complex legal, operational, situational, and related details.

### **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

#### **Knowledgeable in:**

- Library and Law Library functions, services, and programs.
- Legal terminology and court procedures.
- Demonstrated knowledge of archival theory and practice.
- Familiarity with a variety of operating systems and digital file formats.
- Familiarity with archival information management systems, digital library software, digital and website preservation tools. Familiarity with metadata standards, information taxonomies and other standards in arrangement, description, and management of digital materials.
- Experience working with CONTENTdm Archives Space, or equivalent collections management systems as well as D-Space or equivalent repository software.
- Familiarity with Encoded Archival Description (EAD), Describing Archives: A Content Standard (DACS), and Dublin Core (DCMI)

#### **Capability of becoming knowledgeable in:**

- State of New Hampshire statutes, rules, administrative orders, policies and procedures, and applicable Federal rules and requirements.
- Principles of intergovernmental relations.

#### **Skilled in:**

- Systemically analyzing a variety of issues, trends and related issues/problems, and making sound recommendations for solutions.
- Organizing and coordinating efforts to accomplish program goals and objectives.
- Analyzing, interpreting, understanding, explaining, and utilizing complex information from a variety of legal areas.
- Effective communication, both oral and written.
- Performing a variety of duties, often changing from one task to another of a different nature.
- Prioritization and organization.

#### **Ability to:**

- Work independently and in a team environment.
- Work with a diverse group of individuals including judges, staff, litigants, attorneys, and the public.
- Follow oral and written instructions.
- Express ideas clearly and concisely, both verbally and in writing.
- Make work decisions in accordance with laws, regulations, policies and procedures.
- Maintain a variety of records and prepare reports from such records.
- Establish and maintain effective working relationships with others.

#23-215  
10/10/2023