

# EMPLOYMENT ANNOUNCEMENT



<b>TITLE:</b>	SENIOR LIBRARIAN OR SENIOR LIBRARIAN (LAW)
<b>STATUS:</b>	PERMANENT
<b>BUREAU:</b>	APPEALS & OPINIONS / LAW LIBRARY
<b>LOCATION:</b>	NEW YORK CITY
<b>SALARY:</b>	SEE BELOW*

**We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York.** The [Attorney General](#) serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits including **paid vacation leave (13+ days per year)**, sick leave, **paid State holidays off**, **health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees including **telecommuting** (up to two days per week) and alternative work schedules.

## MINIMUM QUALIFICATIONS

### **NY HELPS:**

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

For the duration of the NY HELPS Program, this title maybe filled via a non-competitive appointment, which means no examination is required but all candidates must meet the minimum qualifications of the title for which they apply. At this time, agencies may recruit and hire employees by making temporary appointments. In May 2024, if a temporary NY HELPS employee is satisfactorily performing in the position, the appointment will be changed from temporary pending Civil Service Commission Action to permanent non-competitive and the official probationary period will begin.

At a future date (within one year of permanent appointment), it is expected employees hired under NY HELPS will have their non-competitive employment status converted to competitive status, without having to compete in an examination. Employees will then be afforded with all of the same rights and privileges of competitive class employees of New York State. While serving permanently in a NY HELPS title, employees may take part in any promotion examination for which they are qualified.

### **Non-Competitive Minimum Qualifications:**

- **Senior Librarian (Law)** (PEF salary grade 19, current starting salary **\$68,523**, job rate \$87,032)\*:  
A master's degree from a program accredited by the American Library Association and two years of full-time post-degree professional librarian experience in a law or government library. This experience must include using New York State and Federal primary and secondary legal resources and legal databases including Westlaw and LexisNexis.
- **Senior Librarian** (PEF salary grade 19, current starting salary **\$68,523**, job rate \$87,032)\*:  
A master's degree from a program accredited by the American Library Association and two years of full-time post-degree professional librarian experience in a law or government library.
- **Librarian 2** (NS equated salary grade 17, current starting salary **\$61,516**, job rate \$78,307)\*:  
A master's degree from a program accredited by the American Library Association and one year of full-time post-degree professional librarian experience in a law or government library.
- **Librarian 1** (NS equated salary grade 15, current starting salary **\$55,152**, job rate \$70,317)\*:  
A master's degree from a program accredited by the American Library Association.

**Current NYS Employee:** At least one year of permanent or contingent-permanent service as a Senior Librarian (Law) OR eligible for transfer.

*\*This position may be filled at the traineeship level. The starting salaries for each level is outlined above. If appointed at a traineeship level, you will be required to successfully complete the traineeship to advance to the full performance level title and salary, Senior Librarian SG-19.*

*\*Positions located in New York City receive an additional \$3,400 downstate adjustment location pay annually.*

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## **DUTIES**

- Provide legal, legislative and general research, reference, and referral support to OAG staff;
- Compile state and federal legislative and regulatory histories;
- Assist OAG staff in the use of online resources including, but not limited to, Lexis, Westlaw and PACER;
- Schedule and conduct instruction sessions for OAG staff in the efficient use of legal information resources;
- Promote the library's resources and services by creating content for the library's intranet site;
- Supervise clerical staff in the circulation, renewal, and retrieval of items borrowed from the library's collection and other sources; supervise activities regarding upkeep and maintenance of library's print resources;
- Other duties as assigned

## **Desired competencies**

- Familiarity with legal and/or legislative information sources
- Proficiency in utilizing online databases like JSTOR, EBSCOhost and ProQuest
- Familiarity with SirsiDynix Symphony or other ILS systems
- Proficiency with the Microsoft Office suite of products
- Strong organizational, analytical, oral and written communication skills

## **HOURS**

The agency's hours of operation are Monday through Friday, between 8:00 am and 5:30 pm (37.5 hours/week). Scheduling determinations are dependent upon the needs of each Bureau and will be communicated during interviews.

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## **HOW TO APPLY**

**Applications must be submitted online.** To apply, please click on the following link: [AOLL NYC SRLIB 157313](#)

*Candidates from diverse backgrounds are encouraged to apply.  
The OAG is an equal opportunity employer and is committed to workplace diversity.*

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**POSTED APRIL 26, 2024**