



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 9636

POSITION TITLE: LAW LIBRARY ASSISTANT

JG: 16

LOCATION: 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY LAW LIBRARY

BASE SALARY: \$58,100 + \$4,920 LOCATION PAY

CLASSIFICATION: COMPETITIVE - PROVISIONAL* (TEMPORARY)

QUALIFICATIONS: One year of permanent, competitive class service in the Law Library Clerk title; **or** Certificate from an ABA approved paralegal program; **or** Associate's Degree from an accredited college and two (2) years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department; **or** High school diploma or the equivalent and three (3) years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department.

***Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors.**

DISTINGUISHING FEATURES OF WORK: Law Library Assistants perform paraprofessional library duties either in support of professional library staff or as the highest level library staff member in a library that has at least one (1) specialized collection and serves ten (10) or more full-time (or the equivalent) judges, law clerks, and court attorneys. Law Library Assistants perform a variety of paraprofessional duties, such as operating library specialized computerized research and cataloging systems, organizing and maintaining the reference collection, applying library policy, reviewing and evaluating requests for information, and obtaining loaned resources by determining the location of each resource. Law Library Assistants may supervise law library and other clerical personnel and perform administrative and related duties.

ASSIGNMENT: This position will be assigned to the Law Library in Westchester County. Duties include but are not limited to: conducting manual bibliographic searches using print materials, computerized legal reference data base services, or on-line search engines; locating requested legal reference material by conducting research; providing answers to basic reference questions in person, on the telephone or on-line to library users regarding the use of legal research sources; assisting supervisors in implementing library programs, legal research programs, and local court initiatives; evaluating collection usage and recommending acquisition and or elimination of materials; preparing reports regarding library operations for supervising personnel; maintaining library collections and judicial chambers collections; preparing vouchers and assisting with processing of invoices; instructing library patrons in the use of legal reference sources, on line databases and library equipment and performing other duties as assigned.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume and cover letter by email to 9jDemployeeinformation@nycourts.gov or by mail to:

HON. ANNE E. MINIHAN, J.S.C.
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD
WHITE PLAINS, NY 10601

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: July 15, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 12, 2026

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