

## 1. IDENTIFICATION

<b>Position No.</b> 05-01713	<b>Job Title</b> Court Librarian	<b>Supervisor's Position</b> Director, Court Services (05-09972)	
<b>Department</b> Justice	<b>Division/Region</b> Court Services	<b>Community</b> Iqaluit	<b>Location</b> Nunavut Justice Centre
<b>Fin. Code:</b> 05620/ 01/ 1/ 111/ 0541000 /01/????			

## 2. PURPOSE

<b>Main reason why the position exists, within what context and what the overall end result is.</b> The Nunavut Court of Justice library is the central legal resource service to assist the effective functioning of the justice system in Nunavut. The Court Librarian develops and manages effective library services to meet the legal information requirements of the judiciary, local bar, Nunavut government departments, and all other library users.
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## 3. SCOPE

<b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets. What is the magnitude of that impact.</b> Reporting to the Director of Court Services, the Court Librarian also works under the direction of the Senior Judge of the Nunavut Court of Justice. The Nunavut Court of Justice Law Library is located at the Nunavut Justice Centre in Iqaluit.  The Nunavut Court of Justice Law Library provides effective and innovative access to legal information resources to a wide range of users within and outside the justice system in Nunavut. The library's services and collections anticipate and respond to the reference and research needs of its clients.  Clients of the library include: Justices of the Nunavut Court of Justice and Nunavut Court of Appeal, Justice Department staff, Crown prosecutors, legal aid attorneys, lawyers from quasi-government organizations, private bar lawyers, other librarians, and the public. Clients may be in Iqaluit, in other Nunavut communities or outside of Nunavut.  The Court Librarian is responsible for acquisitions, expenditures, staffing and policy respecting the library, subject to the directions of the Director of Court Services and the Senior Justice. The Court Library Advisory Committee, which includes representatives of the judiciary, law society and public service, acts in an advisory capacity to the Court Librarian.  In addition to the management and operation of the Library, the Court Librarian is responsible for the distribution of judgments of the Nunavut Court of Justice and Court of Appeal, A judgment is a decision of the Court on matters before it. Judicial decisions interpret the law and have implications in and out of Nunavut. A Nunavut judgment may be used to support or rebut a legal argument in Courts of other jurisdictions. After copyediting a judgment for publication,
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the Court Librarian converts the document to widely readable formats and distributes it by e-mail to interested persons in the judiciary, local bar, Government of Nunavut, legal publishing community and the press. The Court Librarian subsequently organizes the written judgments and makes them available to the public.

The incumbent is expected to work independently. Methods of accomplishing the work are left to the professional discretion of the Librarian.

Errors made in communications to and from the judiciary could have immediate consequences on the integrity of justice, program delivery and the rights and privileges of citizens of Nunavut; such errors may be very difficult to correct, and be costly and embarrassing to the legislative and executive branches of Nunavut government.

#### 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

1. Delivers accurate and timely research and reference services:
  - Answering reference questions regarding but not limited to the field of law
  - Negotiating research project limits and criteria
  - Supporting and training judges and lawyers in the use of court library materials, including electronic resources
  - Assisting clients to retrieve required information in various formats from the resources available at the court library or from another library via document delivery or interlibrary loan
  - Providing reference and research assistance to local and area libraries as necessary
  - Conducting online searches of legal and other databases, including CanLII, QuickLaw, Westlaw, and Amicus.
  - Developing and marketing print and online guides and pathfinders
  - Establishing current awareness services to keep clients informed of news and relevant topics in legislation and legal issues
  - Planning and performing library instruction, user workshops and library orientations
  - Ascertaining the needs of users and planning for the development of services
2. Develops, organizes and maintains a relevant, current and cost-effective library collection:
  - Evaluating print and online sources for acquisition
  - Ensuring the library provides complete legal reference and research assistance through print and electronic sources
  - Selecting and purchasing, within budget, appropriate book, subscription and electronic resources
  - Establishing policies and standards for the acquisition and use of library collections
  - Configuring and maintaining automated systems of library record keeping for all types of materials in a network environment, including a catalogue of the collection, indexes to reported and unreported judgments of the Courts and administrative tribunals of Nunavut, series control and acquisitions

- Designing and maintaining websites for Court Services including the Nunavut Court of Justice and the Court Library which provides and links to information required by clients
- Determining appropriate levels of hardware and software configurations for the public access terminals which are not part of the GN system; installing hardware and software to these work stations and troubleshooting technical problems
- Establishing policies governing the organization of library materials (i.e. cataloguing, physical processing, binding and repair)
- Making the library collection accessible to users by cataloguing and classifying materials according to national and international professional library standards
- Maintaining professional contacts with other libraries and information centres outside Nunavut for development in the field of law librarianship and to assist with interlibrary loan agreements
- Remain current on changes developing within the field of Law Librarianship in order to ensure ongoing access to resources
- Maintains a current listing of all statutory appointments held by Court Services Staff, members of the Judiciary and quasi judicial appointees.

3. Manages the budget and effective operation of the court library:

- Establishing and implementing library and information services plans, objectives, goals, policies and procedures
- Developing, controlling and overseeing the annual library budget with the appropriate signing authorities
- Analysing sources of revenue and anticipating expenditures and costs of present and future service and program plans
- Drafting and submitting Financial Management Board (FMB) submissions, Nunavut Law Foundation grants or other special funding applications
- Maintaining statistics on library use and services
- Preparing an annual report, as required
- Determining proper use and arrangement of library space
- Involvement in selecting facilities and planning the layout, use and future development of the facilities.
- Selecting and supervising any casuals, students or volunteers
- Researching, locating and/or soliciting gifts of information collections including rare or historic materials, or otherwise of special interest in Nunavut
- Reviewing professional literature, participating in workshops and seminars, and otherwise keeping informed of developments relevant to law library management

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- Prepares Nunavut Court of Justice decisions for publication; formatting, proofreading and editing judgments for syntax, spelling, grammar, diction, clarity and citation of authority; obtain approval from judiciary
- Prepares documents according to territorial and national standards; determining decision elements (e.g. neutral citation, docket number, style of cause, publication ban notices, etc.)
- Distributing judgments to interested judges, lawyers, journalists and legal publishers
- Acts as a liaison between publishers and the Nunavut Court of Justice on matters pertinent to the publication of decisions

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

The incumbent requires demonstrated working knowledge of law libraries and library management principles, including:

- legal research techniques and reference interviewing skills
- collection management systems
- print and online legal materials and their uses
- financial management principles and practices
- cataloguing, classification, subject analysis and knowledge of international standards
- cataloguing and classification practice in Canadian law libraries
- library automation systems
- structure and operation of the Canadian legal system and the courts
- computer applications, including MS Office applications, Windows, communications software, web page design, Internet and Intranets
- basic IT troubleshooting for the law library

Preparing judgments requires excellent written communication skills.

The incumbent must have the ability to work independently as well as establish a good working relationship with judges, lawyers, colleagues within the court system, staff at other libraries, and other users of the library.

**Required Education:** A Master's Degree in Library Science (M.L.S.) from an ALA-accredited university program.

**Required Experience:** A minimum two years' experience as a librarian or a minimum one year experience as a law librarian.

**Equivalencies:** An equivalent combination of education and/or experience may be acceptable to meet either of the above requirements.

A capacity to communicate in Inuktitut, Inuinnaqtun and/or French is considered an asset.

## 6. WORKING CONDITIONS

**List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).**

## Physical Demands

**Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.**

The librarian uses a computer during the work day, which involves the use of a monitor and could experience discomfort from eyestrain, strain in the neck, arms and fingers, or from long periods of sitting.

Lifting boxes of books and collection shifts occur regularly. Book trucks are used to reduce the amount of lifting and carrying.

Setting up and dismantling library shelving from time to time as required.

Climbing ladders to retrieve and shelve materials may be necessary.

## Environmental Conditions

**Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.**

No unusual environmental conditions.

## Sensory Demands

**Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.**

No unusual sensory demands.

## Mental Demands

**Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.**

Accuracy is vital in Law Library work and requests for services are often urgent. Questions must be answered thoroughly and accurately for the judiciary and Nunavut Department of Justice to function properly. Difficult questions could pose serious problems for an unprepared incumbent. Incorrect or out-of-date information, or, incorrectly or incompletely answered reference questions could seriously impair the effective functioning of the judicial system.

Some projects, including editing of lengthy judgments, must be performed to meet severe time constraints. Judgments may deal with subject matter that is upsetting such as violence and family disputes.

## ADDITIONAL REQUIREMENTS

## Position Security

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**7. CERTIFICATION**

_____ Employee Signature	<b>Director, Court Services (05-09972)</b> _____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date  I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.