

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS LAW LIBRARY ASSISTANT

Position Code: 09819

Effective: 09-01-14

DISTINGUISHING FEATURES OF WORK:

Under direct supervision of the Educational Facility Administrator and to meet the mandates of the U.S. Constitution as interpreted by the Supreme Court in *Bounds v. Smith*, 430 U.S. 817 (1977) and *Lewis v. Casey*, 516 U.S. 804 (1996) and subsequent decisions requiring prison officials to provide incarcerated persons with access to the Courts, assists Correctional center library users in making effective use of the law library; provides guidance in utilizing primary and secondary legal resources to those performing legal research; provides formal instructional sessions or workshops to explain court procedures and filing requirements; ensures that library users are provided access to relative legal documents and assumes no independent responsibility for legal validity of work performed.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists library users directly in making effective use of the law library to perform their own legal work; provides formal instructional sessions or workshops.
2. Utilizing Department guidelines, oversees the provisions of law library assistance to those residents who do not have direct access to the library; receives and reviews resident requests for assistance in the use of the institutional law library, and assigns individual requests to the appropriate resident law clerk; monitors such assignments to verify that assistance is provided.
3. Explains court procedure and filing requirements, without providing interpretations of substantive matters of the law; conducts legal research; assists library users in drafting legal documents to the extent such activities do not involve the exercise of independent legal judgment; provides users with copies of relevant information.
4. Compiles and prepares statistical reports; trains and assists resident library law clerks in the use of library resources to enable them to aid library users.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONS LAW LIBRARY ASSISTANT (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework.

Knowledges, Skills and Abilities

Requires working knowledge of precedent cases, search procedures, writing style format and vocabulary appropriate to the subject matter upon completion of a job learning period.

Requires working knowledge of technical report writing, vocabulary and word usage.

Requires analytical ability in working with information such as would typically be acquired through a professional education.

Requires ability to write in a clear and concise manner.

Requires ability to analyze and organize facts, evidence and precedents and to draft written material in a clear and logical format.

Requires ability to organize and present statistical data.

Requires ability to present information in a clear manner to enable lay persons to effectively use a law library.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.