

OFFICE OF THE ATTORNEY-GENERAL

JOB DESCRIPTION: Law Library Assistant

CORPORATE INFORMATION

1. Position Level: Band C
2. Salary Range: \$14,006.72 - \$20,817.68
3. Duty Station: Suva
4. Reporting Responsibilities;
 - a) **Reports To:** Principal Law Librarian
 - b) **Liases with:** Professional Officers, Law Librarians, Court Officials and Archivists.
 - c) **Subordinates:** Nil

POSITION PURPOSE

To support the principal law librarian and assistant law librarian by performing routine customer service and library maintenance duties.

KEY DUTIES

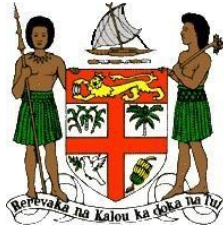
The position will achieve its purpose through the following key duties:

1. Preparation and organization of library materials in digital and hard copy form.
2. Bibliographic searching and retrieval.
3. Serials processing.
4. Circulation and lending.
5. Routine reference and information services.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Properly shelved library books and materials.
2. An up- to-date electronic database.
3. Rapid turnaround time and number of requests handled in a timely and efficient manner.
4. Availability of most recent issues of periodicals available on shelves.
5. No pending borrowing loan registrations/book loan overdues.
6. No pending interlibrary loan requests.



7. Number of users/clients serviced satisfactorily.
8. Periodic servicing of all library equipment carried out and all fully operational.

PERSON SPECIFICATION

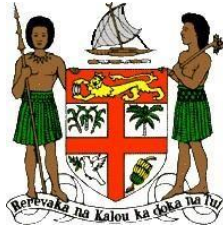
A Diploma in Library/Information Studies from a recognized institution with at least 1 year of experience in a similar role or a trade certificate with at least 2 to 3 years of experience in library work.

Knowledge and Experience

1. Sound knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and other office procedures and terminology.
2. Knowledge of principles and processes for providing customer and personal services.
3. English Language - knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar
4. Database Principles - knowledge and experience in the maintenance and operation of electronic databases.
5. Familiarity and experience in working with Moys Classification System.
6. Case Citators – knowledge of various case citators and its uses.
7. Liberty Software – familiarity on the operation of the user-end features of the Liberty software.
8. Legal Knowledge – knowledge on the fundamentals of law and legal systems.

Skills and Abilities

1. Active Listening - giving full attention to what users are saying, taking time to understand the points being made, asking questions as appropriate, etc.
2. Service Orientation - actively looking for ways to help users.
3. Time Management - managing one's own time and the time of others.
4. Oral Comprehension - the ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Written Comprehension - the ability to read and understand information and ideas presented in writing.
6. Selective Attention - the ability to concentrate on a task over a period of time without being distracted.



7. Problem Sensitivity - the ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Personal Character and Eligibility

Person must be customer focused, people oriented, a self-starter, energetic, willing to take risks, interested and knowledgeable in legal issues, those facing libraries and a strong interest in information technology with a passion to provide quality and efficient information services to various user groups.

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be a Fijian Citizens, in sound health, aged below 60 with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Office of the Attorney-General is an Equal Employment Opportunity Employer. Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.