

**Alaska Court System  
Class Specification**

**LIBRARY REFERENCE TECHNICIAN**

Range: 14

SOC: 25-4031

EEO4: 06

Class Code: C0252

**Definition:**

Library Reference Technicians provide professional reference service to judicial officers, court staff, attorneys, and the general public.

**Distinguishing Characteristics:**

Work requires acquisition of a specialized body of knowledge through considerable pre-employment education and training as well as application of expertise in various aspects of reference and public services and automated library technology.

Supervision Exercised: May supervise Library Assistant I or clerical positions.

**Examples of Duties:**

Performs reference work of a complex nature utilizing print and electronic resources and other duties as assigned.

**Knowledge, Skills, Abilities:**

A Library Reference Technician requires knowledge of:

- The limits of legal reference service, particularly with regard to the unauthorized practice of law.

A Library Reference Technician requires skill in order to:

- Use the tools of legal research and bibliographic control.
- Train others in their use.

A Library Reference Technician requires the ability to:

- Assess specialized needs of users.
- Speak and write clearly and effectively.
- Prepare clear and concise reports as required.
- Establish and maintain cooperative relationships with professional colleagues and work effectively with other professional and paraprofessional staff within the court system.

**Minimum Qualifications:**

A bachelor's degree and two years of library work experience. Law library experience is preferred. Postgraduate education may be substituted for the work experience on a month-for-month basis.

02/95 - Original

07/09 – Revised

12/10 – WPA spec revision; review and correct crosswalk codes

02/14 – Revised