Department: The Judiciary

Post: Law Library Officer

Salary: Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325 (05 044 072)

Effective Date: 18 April 2017

Qualifications:

A. (i) A diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution

or

(ii) The Higher Certificate in Librarianship and Information Science of Napier University

OR

An equivalent qualification to A above acceptable to the Public Service Commission.

B. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assist the Law Librarian/Senior Law Librarian in the discharge of his duties and assist in judgement abstracting, indexing and annotating of laws.

2. To be in charge of the Law library in the absence of the Law Librarian/Senior Law Librarian.

3. To be responsible for –

   (i) the library stock, stock taking and shelf reading;

   (ii) updating of loose-leaf compilations and for noter-up pasting; and

   (iii) renewal, follow-up and binding of books and periodicals on standing order.

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Ministry of Civil Service and Administrative Reforms

18 April 2017

Date

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4. To charge and discharge library materials and ensure recovery of overdue materials.

5. To organise the shelving of books and other library materials.

6. To answer queries and trace information on materials to help research workers and students.

7. To record, classify, catalogue and process library materials.

8. To keep the accession book and Law periodicals register up to date.

9. To use ICT in the performance of his duties.

10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Law Library Officer in the roles ascribed to him.

Note

Law Library Officers may be required to work on a roster basis to cover the opening hours of the Law library.

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