

GENERAL DESCRIPTION OF CLASS

The CORRECTIONS LIBRARY COORDINATOR provides general and legal library services to inmates in a correctional institution, and trains, directs, controls, and monitors the provision of library services by inmate library workers.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

1. **General Library.** Typical tasks: monitors and coordinates work of inmate staff who 1) process new books by putting on tags, inserting pockets, typing cards, and cataloging the books; 2) assist in checking books in and out to inmates; 3) place books on shelves in proper order; 4) repair damaged books and magazines; 5) perform general library janitorial work, including keeping shelves orderly and dusted; 6) assist in scheduling inmates for library use; 7) process requests for inter-library loan with State library.
2. **Legal Library.** Typical tasks: screens and recommends qualified inmates for legal assistant/clerk position; directs and monitors the work of the Inmate Legal Assistant/clerk to ensure timely response to inmate requests for information; places collect telephone calls to attorneys for inmates according to telephone schedule; investigates complaints and problems regarding legal services to inmates; takes corrective action and may recommend termination of inmate from the legal assistant/clerk position.
3. **Materials and Supplies.** Typical tasks: requisitions supplies and books; places orders through catalogue services, publishers, and booksellers; screens donated magazines and books for conformance to safety and security regulations; maintains logs of books, magazines, and other library materials; checks purchase orders to ensure accurate delivery of materials ordered.
4. **Inmate Personal Property.** Typical tasks: receives inmates' personal books; inspects books for conformance to security regulations; logs in and maintains logs of personal books; contacts security staff if inmate has books in excess of permitted limit.
5. **Miscellaneous.** Typical tasks: assists in and coordinates the selection process for recruitment of inmate library workers; monitors scheduling of inmates for library use to ensure equitable use of library time; determines needs and costs and prepares justification for capital outlay and service and supply budget needs for the library; exchanges information and shares resources with the institution education coordinator, local education community, and State Library staff.

Oregon Revised Statutes mandate that inmate legal services be provided to the inmate population through a legal library established within the correctional institution. The Corrections Library Coordinator ensures compliance with this statutory requirement by ensuring the legal library meets the criteria established by statute and role, by effectively recommending inmate applicants for the positions of Inmate Legal Assistant and Inmate Legal Clerk, and by providing direction of his/her work.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular contact in person and by telephone with security staff regarding inmates' use of the library, movement of inmates to and from the library, to control inmates' personal reading materials, and to locate lost books and magazines. Employees in this class have daily in-person contact with inmates to control their movement, maintain order and security, and to assist them in obtaining library services. The employees have occasional contact with the education coordinator to share resources, and with staff in the State Library and the local education community to locate special resources.

SUPERVISION RECEIVED

Employees in this class work with a high degree of independence and receive general supervision from a program manager who is kept informed of library activity through weekly on-site conferences. Work is reviewed for compliance and adherence to applicable statutes, rules, and procedures, such as Oregon Revised Statutes, Federal law, institutional procedures, parole board rules, postal regulations, applicable Attorney General's opinions, and manuals for law libraries and general libraries.

GENERAL INFORMATION

Positions are located in corrections institutions. They require the willingness to work in the environment associated with the position's location and purpose, and to enforce security procedures and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of the principles of library work.

Skill in performing technical or administrative support functions requiring independent judgment, decision-making, problem-solving, and action.

Skill in organizing and prioritizing work.

Skill in communicating effectively, orally and in writing, with a variety of people, answering questions and explaining rules, policies, and procedures.

Ability to train inmate workers and coordinate, review, and monitor their work.

Ability to learn and adhere to applicable statutes, rules, regulations, policies, procedures, and guidelines.

Ability to learn Department of Corrections procedures, mail regulations, and Federal and State law regarding legal services.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 7/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.