



Tom C. Clark Bldg., Rm. G01

205 W. 14th St.

Austin, Texas 78701

Job Announcement

LIBRARY ASSISTANT – Document Delivery Clerk (20 hrs per week)

Date Available: 8/1/2014

Posting No. : LA07102014

Monthly Salary: \$1,200.00+, DOQ

Hours: 1:00 pm – 5:00 pm

JOB RESPONSIBILITIES

Responsible for the processing, estimating, delivering, and finalizing of Document Delivery requests received from TDCJ inmates, the national legal community, and the general public. Provides documents in both print and digital formats via various delivery mechanisms (mail, fax, e-mail, etc.). Works directly with clerk offices to request, check-out, view, and return official court filings. Aids library patrons through circulation assistance, cashier duties, and business technology maintenance and training.

PRIMARY TASKS

Assists with the processing of inmate and public document delivery requests
Handles telephone calls regarding document delivery requests
Enters information and maintains records in the document delivery database system
Requests, receives, and returns official court filings to and from the Supreme Court, Court of Criminal Appeals, and Third Court of Appeals based upon procedural standards
Calculates estimates for copies of official court filings, collection materials, and online resources
Processes payment and updates and maintains invoice records
Photocopies, faxes, scans, and e-mails materials for the document delivery department

OTHER DUTIES

Use automated library system to locate publications and perform circulation functions
Assist at the public information desk creating invoices, taking payments, and providing directional assistance
Locate, retrieve, and shelve library materials
Perform routine maintenance and troubleshooting of photocopiers and printers
Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from a standard high school or GED
Experience providing service to the public
Experience or formal training with searching electronic databases and/or case management systems for records and documents
Experience updating records in an automated system
Excellent communication skills with a demonstrated ability to communicate effectively, both orally and in writing
Attention to detail and competence in the proofreading of materials authored
Experience working with business technologies and software including, but not limited to the MS-Office Suite, Web Applications, and PDF editing and OCR scanning software

PREFERED QUALIFICATIONS

Experience providing service to the public in a library
Experience working with legal resources in both print and digital formats
Experience with Texas and/or Federal legal resources
Spanish reading and writing proficiency

Benefits:

There is a 60 day waiting period before this position qualifies for insurance coverage.

Application Process:

Submit a completed State of Texas Application for Employment, which you can access at:
<http://www.sll.texas.gov>. This application is required. Resumes will not be accepted in lieu of the State application.

Mail completed applications to: PO Box 12367, Austin, TX 78711-2367;

FAX to 512-463-1728,

E-mail to amy.small@sll.texas.gov

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Amy Small at 512 463-1723. The State Law Library is an Equal Employment Opportunity Employer.