



Tom C. Clark Bldg., Rm. G01

205 W. 14th St.

Austin, Texas 78701

Job Announcement

Technical Services Library Assistant – PART TIME

Hours: 1:00 – 5:00 pm M-F
Posting No: TSLA814

Job Closing: Open until filled
Monthly Salary: \$1,200.00+, DOQ

JOB DESCRIPTION

Provides customer service to patrons and circulation assistance to library staff. Performs advanced library support work. Work involves assignment in areas of serials control, book processing, cataloging, collection maintenance, and government publications.

PRIMARY TASKS

- Provide backup to the reference desk during regularly scheduled hours
- Assist patrons with using library computers, locating library materials on shelves, and answering general questions about library resources, services, and policies
- Assist at public information desk creating invoices and taking payments
- Use automated library system to locate publications and perform circulation functions
- Search collection to verify status of library materials
- Enter and proof-read data into library system and spreadsheets
- Locate, retrieve and shelve library material
- Routine maintenance and trouble shooting of photocopiers and printers
- Performs other duties as assigned

OTHER DUTIES

- Check in materials using library's automated system
- Process new books
- Re-label books
- Withdraw and recycle books
- Assist in maintenance of court collections
- Claim missing serials, monitor status of claim.
- Update control records as needed.
- Check-in and process Government Documents
- File updates to collection (as needed)
- Bind with In-house binding machine
- Weed periodicals and newspapers
- Special projects as assigned by supervisor
- Prep for commercial binding

MINIMUM QUALIFICATIONS

Graduation from a standard high school or GED
Experience with general office duties
Experience updating records in an automated system
Ability to lift 50 lbs.
Experience using an automated library system

PREFERRED QUALIFICATIONS

Customer service experience in a library setting
Coursework in library science
Cataloging coursework or experience
Serials control experience
Experience processing books and/or periodicals
2 years college
Familiarity with SIRSI

Benefits:

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

Submit a completed State of Texas Application for Employment, which you can access online here:

<http://www.twc.state.tx.us/jobs/gvjb/state-texas-application-employment.html>. **Mail completed applications to: PO Box 12367, Austin, TX 78711-2367; FAX to 512-463-1728, or 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.