



Tom C. Clark Bldg., Rm. G01

205 W. 14th St.

Austin, Texas 78701

Job Announcement

SENIOR LIBRARY ASSISTANT – PART TIME

Date Available: October 16, 2013

Posting No. : SLA913

Monthly Salary: \$1,177

Working Hours: 1:00 – 5:00 pm

JOB DESCRIPTION

Performs advanced library support work. Work involves assignment in areas of web development, electronic publishing, book processing, collection maintenance, and reference.

PRIMARY TASKS

Assist with development and maintenance of library website

Assist with design and production of electronic resources and publications

Assist with development and maintenance of databases

Assist at public information desk, answering the telephone, assisting patrons, creating invoices, taking payments, providing directional assistance

OTHER DUTIES

Use automated library system to locate publications and perform circulation functions

Locate, retrieve and shelve library material

File loose-leaf material

Photocopy, fax and scan material for document delivery

Perform routine maintenance and trouble shooting of photocopiers and printers.

Enter data in library databases

Process, repair, label and shelve library material

Perform other duties as assigned

MINIMUM QUALIFICATIONS

Graduation from a standard high school or GED

Experience or formal training in website design

Extensive experience with desktop publishing software

Experience updating records in an automated system

Experience providing information services to the public

Ability to lift 50 lbs.

PREFERRED QUALIFICATIONS

Experience developing and maintaining a website

Experience with graphic design (Photoshop or equivalent), and designing for the Web

Experience or coursework in designing and delivering electronic content

Experience producing information resources in electronic format

Graduate level coursework in information or library science

Experience providing reference services to the public in a library

Benefits:

There is a 90 day waiting period before this position qualifies for insurance coverage.

Submit a completed State of Texas Application for Employment, which you can access from our web page,

<http://www.sll.state.tx.us>. Mail completed applications to: PO Box 12367, Austin, TX 78711-2367; FAX to 512-463-1728, or e-mail to cindy.palmer@sll.state.tx.us

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