



Tom C. Clark Bldg., Rm. G01      205 W. 14<sup>th</sup> St.      Austin, Texas 78701

**Job Announcement –**

**LIBRARY ASSISTANT II – PART TIME**

**Date Available: 8/1/2017**

**Posting No.: LA082017**

**Monthly Salary: \$1,250+, DOQ**

**Working Hours: 1:00 pm – 5:00 pm, M-F**

**JOB DESCRIPTION**

Performs entry-level library support work. Job duties primarily involve assisting in the areas of technical services, circulation, and public services. Occasional special projects as assigned.

**PRIMARY TASKS**

Assists with circulations duties such as:

- Processing online patron registration requests
- Sorting, locating, and shelving library materials
- Retrieving materials placed on hold for patrons
- Reading shelves for accuracy of order and re-shelving materials as needed

Assists with general library housekeeping duties such as:

- Straightening shelves and furniture
- Tidying the public areas
- Stocking supplies throughout the library
- Setting up and taking down audiovisual equipment for library training sessions

Assists with technical service duties such as:

- Processing new items using library software
- Editing item metadata using library software (Koha, LibGuides, etc.)
- Assisting with various catalog clean-up projects
- Sorting and organizing incoming library materials
- Preparing library materials to be shelved
- Filing loose-leaf publications

Provides basic circulation assistance to patrons; refers patrons to librarians when necessary.

Provides public service assistance to patrons using resources in the library (e.g., the public computers, photocopiers, document scanner, and ADA accessibility equipment).

**OTHER DUTIES**

Assisting with other library projects as assigned.

**MINIMUM QUALIFICATIONS**

Graduation from a standard high school or GED.

Experience working with or assisting the general public.

Experience updating records in an automated system.

Basic computer skills and familiarity with software including, but not limited to:

- Microsoft Office Suite (Word, Excel)
- Adobe Acrobat

Basic knowledge of office equipment: photocopier, scanner, and desktop printer.

Ability to lift 50 lbs.

**PREFERRED QUALIFICATIONS**

Experience working in a library, especially in a law library.

Experience working with library cataloging procedures.  
Experience providing information services to the public.  
Experience assisting others with troubleshooting computer software and office equipment  
Experience working with an integrated library system software.  
Ability to work independently

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

<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.

**Note:**

**The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 13D, 13P, 13T, 13R, 25B, IT, SN, YN, 275, 6046, 8846, 3A1X1. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.**