



Tom C. Clark Bldg., Rm. G01

205 W. 14<sup>th</sup> St.

Austin, Texas 78701

*Job Announcement –*

**DOCUMENT DELIVERY/ADMINISTRATIVE  
ASSISTANT**

**Date Available: 1/1/2019**

**Posting No.: DD012019**

**Monthly Salary: \$2,700+, DOQ**

**Working Hours: 8am – 5 pm, M-F**

**JOB DESCRIPTION**

Performs mid-level library support work. Job duties involve library assistance, mainly in the areas of circulation and document delivery, with administrative support and occasional special projects as assigned.

**PRIMARY TASKS**

Assists with daily circulations duties, such as:

- Processing patron registrations and renewals, both in-person and online.
- Tracking overdue materials
- Maintaining our patron database.

Assists with the processing of document delivery requests, which includes:

- Taking incoming requests by phone, email, mail, or in person
- Maintaining request records in our document delivery database system
- Requesting, receiving, and returning official court filings based upon procedural standards.
- Producing cost estimates for document delivery requests using resources such as official court filings and reference materials, both within the Library collection and online.
- Processing document delivery payments through our invoice database system, when needed.
- Photocopy and/or prepare requests to be shipped or transmitted to requestors once purchased.

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

Provides public service assistance to patrons when using resources in the Library, such as the public computers, photocopiers, document scanner, and ADA accessibility equipment.

Files updates to library resources.

**OTHER DUTIES**

Conducts cash, check, and credit card transactions for library fines and photocopies.

Balances cash drawer on a daily basis.

Maintains library supplies and submits requests for refills.

Purges library files pursuant to TSLAC record retention schedule.

Conducts annual property accounting survey.

Enters data for accounts payable vouchers for processing.

**MINIMUM QUALIFICATIONS**

Bachelor's degree

Experience providing information services to the public

Experience updating records in an automated system

Experience performing detail-oriented work

General knowledge of library principles and practices

Experience communicating with customers of all levels of education

Experience working with business technologies and software including, but not limited to:

- Microsoft Office Suite
- PDF editing software

Ability to lift 50 lbs.

**PREFERRED QUALIFICATIONS**

- Experience working with and updating records in an integrated library system
- Experience handling, reviewing and reading court documents
- Experience handling money and balancing cash drawers
- Experience providing reference services to the public in a library
- Graduate level coursework in information or library science

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> , along with a statement of how you meet each of the minimum and preferred qualifications. **Mail completed applications to: PO Box 12367, Austin, TX 78711-2367; FAX to 512-463-1728, or e-mail to [ruth.harrison@sl.texas.gov](mailto:ruth.harrison@sl.texas.gov)**

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Ruth Harrison at 512 463-1724. The State Law Library is an Equal Employment Opportunity Employer.

**Note:**

**The following Military Occupation Specialty (MOS) codes are generally applicable to this position (Administrative Assistant III): 15P, 36B, 42A, 56M, 68J, 88H, 88N, 89A, 89B, 92A, 92Y, AZ, LS, MC, PS, RP, SN, YN, YNS, 360, 018, 0100, 0111, 3372, 6046, 0102, 0170, 4430, 3A1X1, 8A200. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.**