



JOB ANNOUNCEMENT

TOM C. CLARK BLDG., RM. G01

205 W. 14TH ST.

AUSTIN, TX 78701

LIBRARY ASSISTANT II

20 hours per week: 1pm-5pm M-F preferred but negotiable

Monthly Salary: \$1250 +, DOQ

Date Available: June 3, 2019

Contact: Ruth Harrison, 512-463-1724

Posting No.: LA052019

JOB DESCRIPTION

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

PRIMARY TASKS

Assists with technical service duties such as:

- Processing new items using the library's integrated library system (Koha)
- 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

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 patrons in the library, for example:

- Providing basic circulation assistance to patrons and referring patrons to librarians when necessary
- Providing assistance to patrons using library resources (e.g., the public computers, photocopiers, document scanner, and ADA accessibility equipment)

Assists with other projects as assigned.

OTHER DUTIES

May assist with other duties according to skill level and interest such as:

- Cataloging new items (books, e-books, and web items)
- Improving and updating metadata in the library's bibliographic records using MARC editing software
- Locating and fixing broken web links on the library website
- Assisting with library website maintenance and special projects as assigned

MINIMUM QUALIFICATIONS

Graduation from a standard high school or GED

Experience working with or assisting the general public

Experience performing detail-oriented work, preferably with metadata or data entry

Proficient 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 work independently

Ability to lift 50 lbs.

PREFERRED QUALIFICATIONS

Experience working in a library, especially in a law library

Experience updating records in an automated system

Experience assisting others with troubleshooting computer software and office equipment

Experience providing information services to the public

Experience working with an integrated library system (ILS) software such as Koha

Experience with library cataloging procedures and standards

Experience with library software such as MarcEdit, LibGuides, or OverDrive

Experience with a content management system (CMS) such as Umbraco

Experience writing SQL queries (preferably using MySQL)

Knowledge of HTML5, CSS3, and JavaScript

Graduate level coursework in information studies or library science

APPLICATION PROCESS

Submit a completed State of Texas Application for Employment, **AND** a detailed statement of qualifications. You may find the application online at: <https://twc.texas.gov/jobseekers/state-texas-application-employment>. For the statement of qualifications, please list the minimum and preferred qualifications for this position, and then write a brief description of how you meet each qualification.

Mail completed applications and statement of qualifications to: PO Box 12367, Austin, TX 78711-2367; FAX to 512-463-1728, or e-mail to ruth.harrison@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 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: 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.