



Job Announcement

Tom C. Clark Bldg., Rm. G01

205 W. 14th St.

Austin, TX 78701

Library Assistant II

2 positions available – Full-time or Part-time schedules available

Monthly Salary: \$3700 (FT) or \$1850 (PT) +, DOQ

Contact: Heather DiChiara-Schilling, 512-463-1721

Closing Date: Closed until filled

Date Available: September 1, 2023

JOB DESCRIPTION

Performs mid-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.

Two positions are available. However, only one may be a full-time position. When applying, please indicate if you are interested in a full-time or part-time role.

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 and renewals
- 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 with library equipment and software, for example:

- Providing assistance with the library's website and software such as logging into library computers, using the library catalog, and navigating library databases
- Troubleshooting hardware problems with library photocopiers, scanners, public computers, and 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)
- Processing incoming mail
- Improving and updating metadata in the library's bibliographic records using MARC editing software
- Scanning and inputting document delivery requests.
- Locating and fixing broken web links on the library website
- Assisting with library website maintenance and special projects as assigned

PHYSICAL DEMANDS

Frequently handles small boxes and books up to 10 lbs.

May occasionally lift or move boxes, with or without the use of a book cart, up to 20 lbs.

Retrieves and re-shelves books on shelves up to 6 ft high.

Responds to being paged by moving quickly to the front desk from elsewhere in the library.

Remains in a stationary position approximately 50% of the day.

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

PREFERRED QUALIFICATIONS

Experience working in a library, volunteering in a library, current enrollment in a library studies degree program, or completion of library-related coursework

Experience working in a law library

Experience assisting others with troubleshooting computer software and office equipment

Experience assisting the public with requests for information

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 updating data in a database using a software client (e.g. Microsoft Access, collections management systems, inventory software, integrated library systems)

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 hdichiara@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 Heather DiChiara-Schilling at 512-463-1721. The State Law Library is an Equal Employment Opportunity Employer.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 25B, 56M, IT, RP, 275, 8846, 3A1X1, 3F5X1. Applicants must fully complete the summary of experience to determine if minimum qualifications are met.