

SENIOR LIBRARY TECHNICIAN

Washington State Law Library
Olympia, Washington

External Recruitment: There is one full-time position open to all candidates who meet the minimum qualifications.

DUTIES AND RESPONSIBILITIES:

Independently performs a wide variety of specialized library technical work including acquisitions, cataloguing, circulation, reference work, inter-library loans, facilitating access to materials and staffing the reference desk.

Reporting to the Assistant Law Librarian, exercises independent judgment in application of defined practices/procedures and prioritizing normal work. Seeks guidance on complex tasks involving priority setting. May assign and review work of lower level library technicians, clerical staff, students, or interns as directed by the Assistant Law Librarian. Interacts regularly with a variety of library patrons.

See Job Description for further information of Duties and Responsibilities.

MINIMUM QUALIFICATIONS:

Two year degree in business or closely allied field

AND:

Four years of clerical experience including two years of experience in acquisitions, cataloging, circulation, serials, or reference work.

Additional related education and/or experience may substitute for each other on a year for year basis.

DESIRABLE QUALIFICATIONS:

Knowledge of print and electronic legal information resources including Westlaw and other internet based databases and services.

Strong service orientation with the ability to interact effectively with a wide variety of library clientele.

SPECIAL NOTES:

- Required to lift, carry, and move at least 50 pounds.
- Some positions may be required to travel to carry out the business needs of the Library (i.e., offsite storage, the Court of Appeals, etc.).
- A state vehicle is available for use when travel is required. To operate a state vehicle, you must possess a valid driver's license.

SALARY AND BENEFITS:

- \$30,504 to \$39,516 (Range 38)
- Medical/Dental, Life Insurance, and Long Term Disability Insurance programs
- Paid Vacation and Sick Leave
- State Retirement Plan

APPLICATION PROCEDURE:

Submit a cover letter, résumé, and completed judicial branch application (located at www.courts.wa.gov/employ) by postal service, email, or fax to:

Washington State Administrative Office of the Courts
Attention: Human Resources Office
1206 Quince St SE
P.O. Box 41170
Olympia, WA 98504-1170

Email: employment@courts.wa.gov or Fax: 360-586-4409

No applications will be accepted by the Law Library.

CLOSING DATE: Application packets must be received by 5:00 p.m. on April 24, 2015.

The Washington State Law Library is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to employment@courts.wa.gov.