

U.S. COURTS LIBRARY, DES MOINES LIBRARY TECHNICIAN PART-TIME

The U.S. Courts Library in Des Moines, Iowa, is a branch of the U.S. Court of Appeals library system, headquartered in St. Louis. The library serves all federal judges in the Southern District of Iowa, including judges in Des Moines and Davenport. It has a staff of one full-time librarian and one part-time library technician.

Position: Library Technician. Part-time. 16 hours per week, weekdays only.

Description: The Library Technician will assist in maintaining the currency and organization of the collection by receiving and processing library materials. This includes checking in books and serials and processing them for shelving. Other duties include filing loose-leaf updates and pocket parts. The Library Technician will assist the librarian with special projects as needed. The Library Technician will also provide basic reference services to patrons using print and electronic resources when the librarian is out of the library.

Minimum Qualifications:

High school diploma, two years general clerical experience or a college degree, and one year of library or comparable experience.

Computer skills including word processing software, spreadsheets, internet searching.

Ability to prioritize and work independently.

Attention to detail, strong problem solving and organizational skills.

Must be able to reach, stoop and lift boxes up to 40 pounds.

Preferred Qualifications:

Law library and customer service experience.

Library software experience, especially Sirsi.

Background check required for successful candidate.

Availability: Position is available immediately.

Salary: Minimum starting salary approximately \$17.62/hour.

To Apply: Cover letter and resume submitted by **March 14, 2019**, will be assured consideration.

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For more information on federal court employment see: <http://www.uscourts.gov/Careers.aspx>

