



## **LTE Library Associate Dane County Law Library Wisconsin Court System**

The Dane County Law Library, located in the Dane County Courthouse, is seeking a candidate for Library Associate Limited Term Employee (LTE) position. The successful applicant must be available to fill the 20 hour per week requirements during the normal business hours of 8:30 AM-4:30 PM, Monday-Friday. This specific position will be expected to work 12:30 PM to 4:30 PM.

**LOCATION:** Madison, WI

**SALARY:** \$15 hourly.

**BENEFITS:** This position does not qualify for a State of Wisconsin benefit package.

### **RESPONSIBILITIES:**

1) Assisting the librarian with maintenance of judges' book collections by filing and shelving materials. 2) Filling weekly legal information requests from Dane County inmates. 3) Assisting library users with legal reference questions such as locating circuit court procedures and forms. 4) Processing, filing, and shelving library collection materials. 5) Maintaining physical library space. 6) Basic financial transactions including handling cash. 7) Other tasks as necessary.

### **QUALIFICATIONS:**

**REQUIRED:** 1) Excellent customer service skills. 2) Detail-oriented. 3) Ability to work independently. 4) Ability to manage and complete projects on time. 5) Ability to follow directions.

**PREFERRED:** 6) Library experience.

### **SPECIAL REQUIREMENTS:**

1.) Employment will require a criminal background check.

### **TO APPLY:**

Please submit a cover letter and resume in a single PDF document with the email subject line **#21-1672 LTE Library Associate-DCLL** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should showcase your relevant education, experience, and skills. Failure to follow these application directions may result in your disqualification.

### **DEADLINE:**

Applications will be accepted until the position is filled and will be reviewed as they are received. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at [www.wicourts.gov](http://www.wicourts.gov).