



Library Assistant

David T. Prosser, Jr. State Law Library

Wisconsin Court System

If you have experience processing library materials, have excellent organizational skills, and are customer service driven, we encourage you to apply for the **Library Assistant** position at the Wisconsin Court System. The David T. Prosser, Jr. State Law Library, located in the Risser Justice Center, is seeking qualified candidates for the full-time position of Library Assistant. The Library Assistant position is responsible for supporting basic functions of the State Law Library. These functions include processing books and other materials for the State Law Library, maintaining collections at the Supreme Court, circulating materials, and providing office support such as filling form orders and distributing mail.

LOCATION: Madison, WI. Certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit.

SALARY: Starting salary will be in the range of \$30,805 to \$38,500 annually, including a State of Wisconsin benefits package.

RESPONSIBILITIES:

1) Assists with collection processing, filing, and shelving; coordinates bindery of library materials. 2) Opens, sorts, and distributes incoming mail and processes outgoing mail. 3) Assists with acquisitions invoice processing. 4) Processes forms orders and circulation by mail requests. 5) Performs day to day library circulation activities. 6) Assists with other library duties as assigned.

QUALIFICATIONS:

REQUIRED: 1) Knowledge of general library procedures. 2) Skills in software used in an office setting including email, word processing, and spreadsheets. 3) Ability to work with a high degree of accuracy and attention to detail. 4) Ability to work independently. 5) Ability to manage and complete projects on time. 6) Effective written and oral communication skills. 7) Experience processing, filing, and/or shelving library materials. 8) General background in library support services. **PREFERRED:** 9) Skill in Microsoft Office suite. 10) Experience with updating and maintaining records in an online integrated library system.

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 **#23-2315 Library Assistant** to human.resources@wicourts.gov. All materials should showcase your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these application directions may result in your disqualification.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM March 26, 2023. 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.