



LTE Library Associate Milwaukee County Law Library Wisconsin Court System

If you have exceptional customer service skills and a desire for continued learning, we encourage you to apply for the **Limited Term Employment (LTE) Library Associate** position at the Wisconsin Court System. The Milwaukee County Law Library, located in the Milwaukee County Courthouse, is seeking qualified candidates for the LTE Library Associate position. The selected applicant must be available to fill the 24 hour per week requirements during the normal business hours of 8:30 AM-4:30 PM, Monday-Friday.

LOCATION: Milwaukee, WI

SALARY: \$17.16 hourly.

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

RESPONSIBILITIES:

- 1) Staffing the reference desk and answering legal reference questions from the public.
- 2) Completing basic cash and credit card transactions including selling and distributing legal forms.
- 3) Assisting users with computer and photocopy needs.
- 4) Assisting librarian with filing and shelving of library materials and maintenance of physical library space.
- 5) Other tasks as necessary.

QUALIFICATIONS:

REQUIRED: 1) Excellent customer service skills, including experience working with the public and individuals from diverse backgrounds. 2) Ability to work with a high degree of accuracy and attention to detail. 3) Skills in software used in an office setting including email, word processing, and spreadsheets. 4) Effective oral and written communication skills. 5) Demonstrated experience handling cash and credit card transactions.

PREFERRED: 6) Experience processing, filing, and/or shelving library materials. 7) Interest in the legal field or law library operations. 8) Some college 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 **#24-2422 LTE Library Associate-MCLL** to 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.