



LTE Library Assistant State Law Library Wisconsin Court System

If you are customer service driven, have excellent organizational skills, and experience working with library materials, we encourage you to apply for the **LTE Library Assistant** position at the Wisconsin Court System. The Lavinia Goodell State Law Library, located in the Risser Justice Center, is seeking candidates for the Library Assistant Limited Term Employee (LTE) position. The successful applicant must be available to fill the 20 hour per week morning schedule. The required schedule is 8:30AM- 12:30 PM, Monday through Friday.

LOCATION: Madison, WI
SALARY: \$15.72 hourly
BENEFITS: LTE positions do not qualify for a State of Wisconsin benefit package.

RESPONSIBILITIES:

1) Staffing the Public Services desk and providing customer service. 2) Circulation duties such as checking out materials, and issuing library cards. 3) Answering first-tier reference and directional questions, and instructing patrons on the use of library equipment (printers, copiers, scanners, etc.) 4) Cash, credit card, and check handling, and creating invoices. 5) Filing looseleaf services and updating library materials. 6) Pulling and re-shelving library materials. 7) Moving and shifting book collections.

QUALIFICATIONS:

Required: 1) Excellent customer service skills including experience working with the public. 2) Ability to follow written and verbal directions with a high level of accuracy. 3) Ability to work independently. 4) Skills with common office technology such as databases and office software, scanners, printers, and copiers.

Preferred: 5) Library experience.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal background check. 2) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

TO APPLY:

Please submit a cover letter and resume in a single PDF document with the email subject line **#24-2461 LTE Library Assistant** 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:

In order to be assured consideration, applications must be received by 11:59 PM on January 5, 2025. 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.

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