

Position:	<b>Library Technician - Portland Branch Library</b> Court Personnel System Classification Level: CL 24.
Position Type:	Temporary (~one year), part-time, 20 hours per week
Salary Range:	\$17.77 - \$22.21 (expected starting hourly range) \$17.77 - \$28.88 (full hourly range)
Closing Date:	Consideration of applications begins on September 28, 2015; position open until filled.
Location:	Portland, Oregon.

**REPRESENTATIVE DUTIES**

- Receives and processes incoming library materials; maintains inventory records for library collection.
- Maintains library stacks; files and otherwise updates collection materials.
- Assists users in operation of library equipment; assists in keeping equipment in good working order.
- Assists in maintaining adequate library consumable supplies; orders supplies.
- Assists with circulation, interlibrary loan, and maintains circulation records.
- Assists Librarian with clerical work, including maintaining excess materials lists and compiling statistics.
- Assists judges and court staff in locating materials; explains library policies and procedures as necessary.
- Makes contacts with publishers regarding continuations and subscriptions; works with acquisitions and library staff regarding status of subscriptions and orders.

**REQUIRED QUALIFICATIONS**

- High school graduate or equivalent, plus two years of general office experience. Education above the high school level may be substituted for general office experience.
- One year of library work experience.
- Ability to perform moderate to heavy physical activity, including lifting heavy boxes.
- Applicant must be a United States citizen or eligible to work for the federal government.

**PREFERRED QUALIFICATIONS AND SKILLS**

- Skill in the use of Windows-based personal computers and basic office applications software.
- Skill in use of standard office equipment.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Strong organizational skills and effective oral and written communication skills.
- Law library experience.
- Experience with an Integrated Library System.

**APPLICATION PROCESS**

For an application form and additional information, please visit the Employment page on our website at: <http://www.ca9.uscourts.gov/library/employment/>.

**BENEFITS AND OTHER INFORMATION**

Federal court employees are not included in the government's civil service classification; however, they are entitled to the same benefits as other federal employees and some additional benefits. These include: paid annual and sick leave; automatic enrollment in a retirement plan and in direct deposit of earnings; and optional enrollment in health benefits, life insurance, dental insurance, vision insurance, tax-deferred savings, and long-term care insurance programs.

The Ninth Circuit Library reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

The applicant selected for this position is subject to a background check which includes fingerprinting.

**The Court of Appeals is an Equal Opportunity Employer**