

Position Announcement
Library Technician - Cheyenne Branch Library

Introduction

This permanent part-time position (10 hrs. per week) is located in the Branch Library in Cheyenne, Wyoming.

Salary

\$15.00 - \$19.00 per hour. Starting salary commensurate with experience, qualifications and education. EFT - direct payroll deposit is required

Representative Duties

The incumbent performs technical and administrative work in support of the library functions.

1. Assists with the upkeep of loose-leaf services, inserts pocket-parts.
2. Assists with proper shelf maintenance. Shelves new volumes and advance sheets.
3. Processes materials.
4. Assists with binding.
5. Picks up and delivers library mail.
6. Handles preparation of out-going mail and transfers of library materials
7. Assists court personnel in locating library materials and delivers items to chambers upon request.
8. Performs other duties as assigned. Much emphasis is placed on the physical management of the library.

Requirements

Applicants must have a high school diploma or the equivalent. Must be able to lift up to 60 lbs and be able to stand for extended periods of time. The appointment is contingent upon the satisfactory completion of a background check.

To Apply

Send a cover letter and resume to: Human Resources, Byron White U.S. Courthouse, 1823 Stout Street, Denver, CO 80257-1823. Applications will be considered immediately. Position is open until filled. Only applicants who are selected for an interview will be notified.