

## Idaho Judicial Branch Position Description

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**Position Title:** Library Administrative Assistant  
**Effective Date:** June 2022  
**Salary Grade/Range:** Pay Grade 10/\$17.30 - \$20.67 (\$36,000 - \$43,000)  
**FLSA Coverage:** Covered  
**EEO Job Category:** Administrative Support  
**Hours/Week:** 40 hours/week

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**General Summary:** Orders, invoices, and processes new library materials and provides basic research assistance to library patrons.

### **How We Work:**

The Administrative Office of the Courts is committed to supporting the mission of the Idaho Courts through the use of an agile approach that aligns strategy, work, and capacity. This approach empowers our employees to respond quickly and efficiently to meet the needs of our customers: citizens, courts, judges, employees, and other stakeholders. We believe in continual improvement of our services and products to better serve and support our customers and the evolving environment. Employees are future-focused, take initiative, and are personally responsible for work delivery and professional growth. Our leaders are committed to professional development and growth of employees by empowering and supporting motivated individuals; providing clarity and focus for projects; giving those individuals the environment and support they need; and fostering a culture of collaboration, transparency, learning, trust and shared accountability.

**Major Duties and Responsibilities:** The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

- Orders and stocks library materials such as books, periodicals, and office supplies;
- Processes new books in collaboration with the Technical Services Librarian;
- Verifies the accuracy of invoices, codes invoices, and enters data;
- Reconciles accounts and provides budget report;
- Balances the cash register and makes monthly deposits;
- Assists with coverage of the Circulation desk, including registering new library users, check-in and check-out of library materials, and processing hold requests;
- Assists library patrons in locating research and reference materials, including both print materials and electronic databases;
- Assist the Technical Services Librarian in handling document delivery requests from prisoners
- Maintains filing systems;
- Reviews newspapers for relevant articles for distribution to the court;
- Updates print volumes of the Idaho Code, Idaho Reports, and Idaho Session Laws for the Supreme Court and Court of Appeals;
- Keeps law library resources current by filing updates or pocket parts in print library materials
- Compiles monthly and yearly reports of patron statistics;
- Performs other duties as assigned.

### **Minimum Qualifications:**

#### *Education and Experience:*

- A high school diploma or equivalent;
- One year of professional work experience;

- Preference may be given to candidates with prior purchasing or bookkeeping experience; previous library experience preferred;
- Previous legal experience preferred.

*Knowledge, Skills, and Abilities:*

- Knowledge of purchasing and ordering techniques;
- Knowledge of basic accounting and bookkeeping;
- Knowledge of good customer service techniques;
- Knowledge of library practices and procedures preferred;
- Skill in providing excellent customer service;
- Skill in organizing, maintaining, and tracking information;
- Ability to effectively use Microsoft software products, including Word, Excel, Publisher, Access, and Outlook;
- Ability to enter data quickly and accurately;
- Ability to proofread material for accuracy;
- Ability to communicate clearly and concisely, both verbally and in writing;
- Ability to organize work and manage time well;
- Ability to establish and maintain effective working relationships with management, co-workers, and the general public;
- Ability to lift and move up to 50 lbs.;
- Ability to work at a desk for long periods of time.

The Idaho Courts reserve the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

The Idaho Courts are an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify Human Resources.

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