



## POSITION AVAILABLE

### Library Service Technician - Part-Time

**POSTING DATE:** September 21, 2022  
**DEADLINE TO APPLY:** Open until filled

**DEPARTMENT:** Portage County Law Library  
**LOCATION:** Ravenna, OH

**STARTING SALARY:** \$13.00/hour

**WORKING HOURS:** 20-25 hours/week, Monday - Friday

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#### **MINIMUM QUALIFICATIONS:**

Candidates must be 18 years or older. Experience on legal field a plus. Attention to detail. Computer and data processing skills. Communicate professionally and courteously with others in a clear concise manner. Must possess a valid Ohio driver's license. Professional in appearance and conduct. Must be able to work varying hours as needed. High School Diploma or GED.

#### **PHYSICAL REQUIREMENTS:**

Incumbent performs sedentary work that may occasionally require lifting twenty-five (25) pounds. Incumbent performs the following physical activities: stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, driving, and repetitive motions.

#### **EXAMPLE OF DUTIES:**

Assist attorneys and public patrons in locating materials needed; answer multiple phone lines; sort mail; maintain several e-mail accounts; file revisions/updates in library books; sort invoices, packing slips, and match invoices to monthly statements; maintain on-line computer library catalogue system; open and/or close library daily, and monitor use of adjacent conference room; maintain meeting record books and perform other duties, as assigned. Must be able to run errands to the post office, courthouse, bank, and Administration offices on weekly basis.

#### **HOW TO APPLY:**

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:  
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS, RESUMES & COVER LETTERS CAN BE FAXED, EMAILED OR MAILED:

**PORTAGE COUNTY HUMAN RESOURCES**  
449 S. MERIDIAN STREET, 7<sup>th</sup> Floor  
RAVENNA, OHIO 44266  
EMAIL: [HRD@PORTAGECO.COM](mailto:HRD@PORTAGECO.COM) / FAX: 330-298-4225

**PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)**