



Job Posting

Job Title: Library Aide – Scanning

Job Summary

Retrieve printed materials from multiple locations within the library and transport them in boxes to the Scanning Department.

Log information from the printed materials into our custom web-based applications.

Remove the binding from printed materials as required using custom tools provided.

Crop the size of the materials using a laser-guided electric paper cutter.

Scan printed materials with high-speed scanner or step-and-repeat scanner as required.

Prepare scanned materials for shipment by placing them in labeled boxes with printed manifest to be stored in house until ready for shipment to off-site storage.

Education and Experience Requirements

High School Diploma or GED, Computer proficiency (Windows), Ability to type at least 40 wpm and excellent verbal and written communication skills

Additional Preferred Qualifications

Experience working with legal documents
Experience working in a library environment
Experience with digital imaging software
Experience creating/manipulating PDF/TIF images

Hours/Schedule

This is a Part-Time position, Monday through Friday. Afternoon shift available

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