

TITLE: Library Aide, Scanning

COMPANY: LA Law Library

FULL/PART TIME: Part Time

SCHEDULE: 9:15am – 2:15pm, Monday-Friday

SALARY: \$17.00/hour

ABOUT LA LAW LIBRARY

LA Law Library is a vibrant community education center in Los Angeles County and a leader in providing public access to legal knowledge, putting national and international sources of law into the hands of those seeking legal information. In addition to acting as the curator and cultivator of a superior collection of legal resources comprised of nearly one million volume equivalents -- including one of the nation's largest foreign and international law collections, LA Law Library serves as a gateway to legal information and a navigator facilitating access to the legal system for those who do not have or cannot afford legal representation.

Our staff serves more than 100 thousand patrons annually, both nationally and globally, and the number continues to grow daily as new programs and workshops are developed with the assistance of our many partners to provide innovative legal research technology and services.

POSITION INFORMATION

The purpose of this part-time position is to assist the Information Services department in the scanning of briefs and other materials as directed.

RESPONSIBILITIES AND DUTIES:

The following responsibilities of the Scanning Aide are performed under general supervision:

- Retrieves printed materials from multiple locations within the library and transports them in boxes to the Scanning Department.
- Enters meta-data into database using web-interface for briefs to be scanned offsite while maintaining a minimum average of 50 briefs per hour or higher.
- Enters meta-data into database using web-interface for briefs to be scanned onsite while maintaining a minimum average of 30 briefs per hour or higher including the logging, chopping, and scanning processes.
- Maintains a minimum of a 95% accuracy rate or higher.
- Prepares material for logging, scanning, removing binding if necessary.
- Scans printed materials with the high speed scanners checking material to ensure scan quality.
- Dispatches scanned material as instructed.
- Recycles scanned briefs and boxes when QC process
- Other assignments as needed.

POSITION QUALIFICATIONS:

Required:

- Must be able to read and understand written and oral instructions
- Requires the ability to spend focused attention for extended periods to minimize errors
- Careful attention to detail; good organization skills.
- Ability to operate scanning and binding equipment.
- High School Graduate or GED.

Preferred:

- Associate's Degree or higher
- Prior work experience in a Library

WORK ENVIRONMENT

High volume scanning room. Some exposure to adverse environmental conditions such as dust and/or odors.

PHYSICAL ABILITIES REQUIRED

- Requires the ability to lift, push, pull up to 50 lbs
- May require bending, stooping, reaching, twisting and crawling
- Use of heavy equipment for removal of bindings and a large cutting machine.

BENEFITS

LA Law Library currently offers paid leave accruals, 13 paid holidays, life insurance, as well as a transportation allowance/reimbursement program for using public transit or free parking if you drive.

EQUAL OPPORTUNITY EMPLOYER

LA Law Library is an equal opportunity employer. It does not discriminate against qualified employees or applicants based on race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship status, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information, or any other characteristic protected by applicable state or federal law. Equal employment opportunity will be extended to all persons in all terms and conditions of employment.

To apply for this position, please send a **resume and cover letter** via Indeed. Completion of Indeed assessments above PROFICIENT is required in order to be considered. Please apply via Indeed.com by using the following link:

[Indeed.com Library Aide, Scanning position](#)

To view other job openings, please visit our website at www.lalawlibrary.org/CAREERS.