



# ALBANY LAW SCHOOL

## **LIBRARY TECHNICAL ASSISTANT-PUBLIC SERVICES**

Albany Law School seeks a Library Technical Assistant-Public Services.

**Responsibilities include:** interlibrary loan processing; maintaining circulation system records using manual and online (SirsiDynix) methods; recovery of overdue materials; oversight of student assistants; filing and other associated duties.

**Qualifications include:** bachelor's degree and one year of related library experience; associate's degree with more extensive library experience considered. Ability to retrieve and shelve books and move loaded book carts required. Experience with MS Office Suite desirable. The ideal candidate will be customer service oriented and have excellent organizational and problem solving skills.

Albany Law School offers competitive pay and a comprehensive benefit package. To apply, please send cover letter and resume to:

Attn: Director of Human Resources  
Albany Law School  
80 New Scotland Avenue  
Albany, NY 12208  
or  
fax: (518) 445-3262  
e-mail: [hr@albanylaw.edu](mailto:hr@albanylaw.edu)