**Job Opportunity**

**Library Assistant I**

$15.58 – $20.23/hour, DOQ. This is a full time (40 hrs./wk.) represented position. Excellent benefit package provided.

The City of West Linn seeks a full time Library Assistant I to perform clerical and public service work at the Library. Work may include tasks at the Circulation, Information, or Youth Services Desk.

The position requires graduation from high school or equivalent GED Certificate enhanced by some college level liberal arts, literature, or related training or experience indicating knowledge of books and authors required. Also requires a minimum of one (1) year prior clerical or record keeping work experience. Prior library experience preferred. Interest and knowledge in books and reading is desirable. Work schedule is varied and includes working nights & weekends.

Interested and qualified individuals must submit: A completed City of West Linn application, signed Essential Function Form, letter of interest, and resume to the Human Resource Department, West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068, by November 10, 2014. Application packets are available at **http://westlinnoregon.gov**, or by calling (503) 657-0331. EEO

Veterans Preference: The City of West Linn provides qualifying veterans and disabled veterans with preference in employment in accordance with state law. Any candidate wishing to have their qualifying veteran’s preference applied to the process must submit a qualifying document (DD Form 214 or 215) at the time of application, providing proof of eligibility that includes discharge status. Disabled veterans must also submit a copy of their Veteran’s disability preference letter from the US Department of Veterans Affairs at the time of application, unless the information is included in the DD Form 214 or 215.