Job Opportunity

Library Aide

$13.32 – $17.32/hour, DOQ. This is a part–time, on-call, non –benefitted, non-represented position.

The City of West Linn seeks an exceptional on-call Library Aide to assist in various phases of library operations, performing clerical and public service work.

The position requires graduation from high school or equivalent GED Certificate and one (1) year office experience preferred with some library experience or coursework in Library Science. Computer experience required.

Successful candidate must pass pre-employment background and reference screening. Application packets are available at <http://westlinnoregon.gov>; West Linn City Hall, 22500 Salamo Road, West Linn, OR 97068; or call (503) 657-0331. Please submit a City of West Linn application, resume, signed essential functions form, and letter of interest to City Hall, Department of Human Resources by May 8, 2014 at 4:00 p.m. 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.