

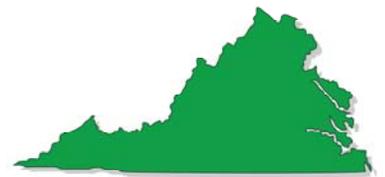
SUPPORT SERVICES ASSISTANT



Position Overview

The Library of Virginia is seeking a Support Services Assistant to work in the Office of Facilities Management's mailroom. The selected candidate will provide internal customers with efficient mail services including shipping and receiving parcels, maintaining mailroom and stockroom supplies, logging in monies received via U.S.P.S. into an Access database, providing messenger services, and taking Library vehicles in for routine services and maintenance.

In addition to the qualifications listed, the successful candidate will be expected to maintain a welcoming, alert, visible, and professional presence, ready to engage patrons and vendors.



Our Location:

**800 East Broad St.
Richmond, VA 23219**

The Library of Virginia

The Library was founded in 1823 to preserve and provide access to Virginia's incomparable manuscript and printed holdings, 122 million & 3 million respectively. Our collection, which has grown steadily through the years, is the most comprehensive resource in the world for the study of Virginia history, culture, and government.



Our Main Building

As the Commonwealth's library and archives, the Library of Virginia is a trusted educational institution. We acquire, preserve, and promote access to unique collections of Virginia's history and culture and advance the development of library and records management services statewide.

Support Services Assistant (Administrative & Office Specialist II)

Position Number 00085
Salary Minimum \$21,500
Full-time with benefits

Qualifications:

- Knowledge of proper mail handling practices;
- Knowledge of office and mailroom shipping and receiving practices;
- Ability to work independently within established procedures;
- Ability to operate computerized postage processing system;
- Ability to lift and handle parcels weighing 50 pounds;
- Ability to walk distances of up to one mile carrying parcels of or up to 20 pounds;
- Ability to operate power truck loading equipment;
- Ability to communicate effectively, both orally and in writing;
- Ability to read and comprehend various documents for mail distribution;
- Excellent customer service skills;
- Good inter-personal skills and ability to work with others in a courteous manner;
- Basic computer skills in a Windows environment;
- Valid Virginia driver's license, or the ability to obtain one prior to date of hire required; and,
- High school diploma or GED preferred.

An equivalent combination of education, training, and experience may substitute for educational requirements.

To Apply

Candidates must submit a fully completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com> for position #00085.

Please visit our website at www.lva.virginia.gov for full announcement and additional information. Selected candidate must complete a criminal background check.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. You are not required to note the presence of a disability on your application. If you require accommodations, please contact the:

Office of Human Resources at
804/692-3586 or email
nancy.epperly@lva.virginia.gov.

An EEO/AA/ADA Employer

**Applications for this position
must be received by 11:59pm
on May 25, 2016.**