

# EMPLOYMENT OPPORTUNITY

Library Assistant

Cultural Services Branch, Yukon Archives

Department of Tourism and Culture

Competition No.: 09-AR05-03

Closing Date 5:00 p.m.: July 6, 2009

Salary: \$21,620 to \$24,795 per annum (based on 37.5 hours bi-weekly)

This competition is for a permanent part-time position.

The Library Assistant reports to the Archives Librarian and is responsible for providing support to the library function of Yukon Archives.

This position provides reception and administration functions (i.e. word-processing, dealing with the public, petty cash, etc.) and provides backup to the Yukon Archives Reference Service for the retrieval and refileing of original archival and library material.

As the ideal candidate for this position you will be an outgoing, energetic individual who is comfortable dealing with the public, both in person and by telephone. You will need strong written and oral communication skills, you are able to work productively on a number of tasks with frequent interruptions, and you have the ability to work independently and take initiative. You have an understanding of financial and general office procedures and a general knowledge of the functions and operations of a library and/or archives.

If this opportunity interests you, please submit your resume clearly demonstrating the qualifications below; selection for further consideration will be based solely on the information you provide.

- Diploma or coursework in office administration;
- Experience providing office reception and administration services;
- Experience in a library, archives or similar environment would be an asset;
- Computer skills (word processing, spreadsheets, e-mail, Internet)
- Providing customer service.

Candidates with an equivalent combination of education and experience will be equally considered.

**Condition(s) of Employment:** Valid Yukon Class 5 driver's license.

**Job Requirement(s):** Ability to lift heavy and/or awkward boxes (12 kg).

A one year eligibility list will be established from this competition to fill future vacancies for identical positions in the same department and may also be used for similar positions within and across departments.

Go to [www.employment.gov.yk.ca](http://www.employment.gov.yk.ca) for more information or contact Lucy Coulthard at (867)667-3009 or email [Lucy.Coulthard@gov.yk.ca](mailto:Lucy.Coulthard@gov.yk.ca) . We thank all those who apply but only those selected for further consideration will be contacted.

**Quoting the competition number, please submit your resume/application to: Yukon Government, Public Service Commission, Box 2703, 2071 - 2<sup>nd</sup> Avenue, Whitehorse, Yukon Y1A 2C6.**

**Telephone: (867)667-5653 Fax: (867)667-5755 E-mail: [resume@gov.yk.ca](mailto:resume@gov.yk.ca)**



*"Committed to employment equity"*