



The **Library of Parliament** is a non partisan organization providing stimulating and rewarding work. We recognize that our employees are our most important asset and, as such, we offer excellent benefits, a minimum of four weeks' vacation leave, learning opportunities to support professional and career development, competitive salaries, and more!

The Library believes that the excellence for which it is known is enhanced by nurturing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. The Library is committed to creating and maintaining a diverse workforce reflecting the communities we live in and work in, the clients we work with, and Canadian society at large.

Our **Information and Document Resource Services (IDRS)** provides high-quality, substantive and timely information and documentation to Parliament and its staff by building, managing, preserving and optimizing access to the Library's information assets.

We are currently looking for candidates to staff the following position **Library Clerk**.

The **Library Clerk** contributes to the maintenance, organization and preservation of Library of Parliament's (Library's) collection, as well as client access by fulfilling requests for access to the circulating collection and by maintaining the collection in the Library's collection spaces (branches, storage).

LIBRARY CLERK
COLLECTION ACCESS AND OUTREACH,
INFORMATION AND DOCUMENT AND RESOURCE SERVICES

Indeterminate

CGS-4 (\$55,697-\$64,087)

(Bilingual staffing – imperative: AXA/AXA)

Note: This position is not eligible for telework. The location of work is on site at Library of Parliament workplaces located in the National Capital Region.

* Job description is currently under review

For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.

The following knowledge criteria will also be evaluated:

- Knowledge of how to properly organize materials using the Library of Congress classification system.
- Knowledge of the principles and procedures of collection maintenance, such as shelving and retrieving materials, performing inventories of collections, updating and maintaining labelling for the collections, collection moves, management of mail, copying and digitizing.
- Basic knowledge of how to use a library management system such as an integrated library system, a client request management systems or document or records management system to manage client requests or track collection circulation, loans or collection description.

To be considered, candidates must have:

- Basic computer skills, and office skills, such as experience using the Microsoft Office applications including Outlook and Word, photocopying and digitization, sorting and organizing mail and files.
- Experience working with collections in a library, museum or other cultural or research organization.

The following would be an asset:

- Certification using a low-lift forklift.

Candidates retained in this selection process will be required to obtain:

- A successful second-language evaluation (Bilingual staffing – imperative: [AXA/AXA](#))
- A successful pre-employment screening

Additional Information:

- This selection process is open to the public and to employees of the Library of Parliament, the Senate, the House of Commons, the Office of the Senate Ethics Officer, the Office of the Conflict of Interest and Ethics Commissioner, the Parliamentary Protective Service, and the Office of the Parliamentary Budget Officer.
- This selection process will include a second-language evaluation, a written qualifying exam, and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- On 20 June 2022, the vaccination requirement for employees of the Library of Parliament established by the Policy on COVID-19 Vaccination was suspended. The

Library of Parliament will continue to follow the situation closely, and should the epidemiological conditions change, we will assess whether there is a need to reinstate the vaccination policy and the associated essential condition of employment applicable to indeterminate, determinate, student and intern hiring.

- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- Must be legally allowed to work in Canada.

Apply no later than 11 July 2022 – 11:59 p.m. (Eastern Time).

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the education and experience requirements of the position. Please quote **Staffing Process 22-LOP-72** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: LOPCareers-CarrieresBDP@parl.gc.ca

Questions? Contact Human Resources at 343-542-4836 or LOPCareers-CarrieresBDP@parl.gc.ca.

We thank all those who apply. Please note that only those selected for further consideration will be contacted.