

Addison Twp. Library
1400 Rochester Rd.
Leonard, MI 48367
248-628-7180

www.addisontwp.michlibrary.org

Employment Opportunity

Position: Library Circulation Clerk, Permanent Part Time (approx.10 hours/week).

Rate:

- \$9.25/hour. We need to staff Wednesdays, 4-8pm and Fridays, 10-4pm.

Job Description:

- A Library Clerk will provide assistance in checking out and discharging library materials which includes taking fines, fees and operating the cash register. A Library Clerk will provide basic reference services to all ages in person and on the telephone; assist patrons with computers, faxing, copying and scanning; shelve books, Dvds and organize children's materials such as puppets and puzzles.

Required Knowledge, Abilities:

- Possession of at least a High School diploma; higher education is preferred.
- Effective, courteous, detailed oriented and excellent communication skills, both oral and written.
- Computer skills and knowledge of Microsoft office tools.
- Ability and passion to work with the general public, including all ages and backgrounds.
- Must be able to lift 25 lbs.

How to Apply:

Email or mail letter of interest and resume (references will be requested after the interview process) to:

Jaema Berman, Director
Addison Twp. Library
1400 Rochester Rd.
Leonard, MI 48367
jberman@tln.lib.mi.us

Addison Twp. Library does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations