



## EMPLOYMENT OPPORTUNITY AVAILABLE

Bloomfield Township Public Library is seeking a professional and resourceful Clerical Assistant to support the Library Administration. The Library is a Class 5 Library, with a service population of 41,070 people. There is strong community support for the Library and its collections, services and programs offered. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative, team environment.

**POSITION TITLE:** Clerical Assistant

**DEPARTMENT:** Administration, reporting to Assistant Library Director

**RESPONSIBILITIES:**

- Provides positive, pleasant professional service to the public at the Welcome Desk
- Directs Library visitors to appropriate public service desks
- Assists with statistics for reporting
- Uses current technologies for communication
- Assists with off-desk clerical jobs such as printing
- Assists in the development and implementation of Library policies and procedures as appropriate
- Other duties as assigned

**REQUIREMENTS:**

**Minimum:**

- High school diploma
- Experience working with Windows-based computers and financial transactions
- Able to lift, push, and/or pull at least 20 pounds
- Able to visually review materials and discern voice and audible tones
- Strong attention to detail
- Dependable and flexible work habits
- Desire to serve the public in a positive manner

**Desirable:**

- Public library work experience.

**HOURS:** Part-time, 15 - 20 hours weekly, days, evenings and weekends.

**WAGE & BENEFITS:** \$13.85 - \$18.00 per hour

**APPLICATION:**

Due Monday, July 23, 2018. A resume, cover letter, and a clerical skills test must accompany your application. The clerical skills test must be taken at the Library. The application and the test are available at the Library's Welcome Desk. The application is also available on the Library's website at [btpl.org/about-us/employment-volunteer/](http://btpl.org/about-us/employment-volunteer/)

Mail:  
Careers  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302

Email: [careers@btpl.org](mailto:careers@btpl.org)  
Fax: (248) 258-2555

*Bloomfield Township Public Library champions the power of words  
to spark discovery and imagination*

*For more information about the Library, visit our website: [www.btpl.org](http://www.btpl.org)*

#### ADMINISTRATION CLERICAL ASSISTANT TYPICAL WORK WEEK'S TASKS

A typical work week for the Circulation Clerical Assistant may include:

- cover the Welcome Desk
- answer Library telephone and check voice mail
- assist with Administration projects
- distribute mail
- attend department meetings
- print and copy materials for other library departments
- assist patrons in the Library Shop
- check and respond to email messages each day
- compile statistical reports and other reports as requested