



**Cromaine District Library**  
**Processing Clerk**  
**\$13-\$15 hourly / 25 hours per week**  
*Reports to: Circulation Manager*

**Responsibilities**

- Opens incoming materials and reviews packing slips to assure full orders are received.
- Prepares incoming materials for circulation to the community including proper labels and other features required for circulation and shelving.
- Enters information into Shared Automation System (CARL) receiving and linking items to catalog.
- Generates holds for patron items.
- Assists in ordering processing materials.
- Repairs and replaces covers, cases and creates new packaging as needed.
- Assists with all circulation department functions including public desk service.

**Qualifications**

- High school diploma or equivalent required
- Public library experience preferred
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills
- Demonstrated ability and/or experience working with Windows-based computers
- Excellent communication skills
- Ability to lift and push up to 40 pounds
- Some flexibility in scheduling required, including regular evening and Saturday shifts.

**Benefits**

- Paid holidays, paid time off, and bereavement leave
- Sundays are optional and are paid at time-and-a-half.

Send your application (available at [www.cromaine.org/job-board](http://www.cromaine.org/job-board)), resume and cover letter to [drandolf@cromaine.org](mailto:drandolf@cromaine.org). Preference given to applications received by September 30, 2021.