

ECORSE PUBLIC LIBRARY
PART-TIME LIBRARY CLERK

Position: Part-time Library Clerk

SALARY: \$12/hour

HOURS: 20-24 hours per week; including evening and Saturday hours

This position is open until filled

DUTIES:

- Provide circulation desk services for library users of all ages
- Assist library users on computers
- Answering phones, able to file and some light typing
- Handle cash transactions for overdue fines, copying, and other fees
- Light cleaning around building
- Assist with re-shelving of materials
- Perform other duties and responsibilities as assigned

QUALIFICATIONS:

- Previous library experience preferred
- Solid computer skills and the ability to use the online catalog and automation system
- Knowledge of alphabetical, numerical and decimal system of arrangement
- Ability to communicate effectively with a diverse public
- Enthusiastic, friendly and approachable, with a strong commitment to public service excellence
- Ability to multi-task and work under pressure
- Ability to stand for extended periods of time; and move/shelve heavy books, to lift and carry up to 25 lbs., and ability to bend and/or stoop repeatedly
- A high school diploma or equivalent

TO APPLY: Send resume, cover letter to
cpinkston@ecorse.lib.mi.us