



CITY OF LIVONIA
invites applications for the position of:

Temporary Clerk - Library On-Call As Needed

An Equal Opportunity Employer

SALARY: \$16.84 Hourly

OPENING DATE: 02/12/20

CLOSING DATE: Continuous

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

An employee in this classification works in the Library Circulation department throughout the year, providing library assistance for a minimum of 3 and a maximum of 6 hours per day, in an on-call, as needed basis. Experience with CARLx computer circulation system and experience working at a TLN (The Library Network) library preferred, but not required.

ILLUSTRATIVE EXAMPLES OF WORK:

An employee in this position will work at the Circulation desk, issuing cards, checking in and out library materials. Off desk duties include answering the telephone and routing calls, renewing items, processing library materials and adding them to the computer catalog. Other duties of a comparable level of difficulty and responsibility as required.

MINIMUM QUALIFICATIONS AT TIME OF APPLICATION:

1. Be a citizen of the United States, or a resident alien with the right to work in the United States; and
2. Have a High School Diploma or its equivalent; and
3. Have one year full time* paid clerical work experience.

NOTE: ALL APPLICANTS CONSIDERED FOR INTERVIEW MUST PASS A SECURITY BACKGROUND INVESTIGATION.

(ORIGINAL DOCUMENTATION VERIFYING HIGH SCHOOL DIPLOMA MUST BE PROVIDED AT TIME OF INTERVIEW).

*NOTE: Equivalent part-time work experience may be substituted for the full-time experience required in qualification #3.

KNOWLEDGE SKILLS AND ABILITIES:

Enthusiasm and commitment to public service excellence.

Strong attention to detail.

Ability to maintain effective interpersonal relationships with library patrons and deal tactfully with the public; cooperate effectively with co-workers

Possess appropriate computer skills.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; handle, or feel objects, tools or controls; reach with hands and arms, stoop, kneel, crouch, or

crawl.

NOTE: At the time of appointment, applicants are required to pass a complete pre-employment medical examination including drug testing conducted by a physician authorized by the City of Livonia.

PURPOSE: The purpose of this examination is to establish an eligible list to fill current and/or future Temporary on call (as needed) vacancies in the Library.

HOW TO APPLY: Application can be completed anytime online at www.governmentjobs.com/careers/livonia or Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m. at the office of the City of Livonia Civil Service Department at 33000 Civic Center Drive, Livonia, MI 48154. If work experience and/or specific skills (e.g., typing, manual shorthand etc.) are listed as qualifications, it will be the responsibility of the applicant to describe their experience and/or skills sufficiently in the EDUCATION AND WORK EXPERIENCE sections of the application form so that it may be determined if the experience and/or skills listed meet the stated qualification requirements. Applicants who do not comply will be disqualified from further consideration. Attachments or Resumes are not accepted in place of completing the information requested on the official application. However, you may attach extra pages to your application, if necessary, to provide a complete work history to supplement the Work Experience section of the application. Applicants will be notified by e-mail of the time and place of the examination.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.livonia.gov>

Job #N/A
TEMPORARY CLERK - LIBRARY ON-CALL AS NEEDED
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OUR OFFICE IS LOCATED AT:

33000 Civic Center Drive
Civil Service Department
Livonia, MI 48154
(734) 466-2530
civserv@ci.livonia.mi.us

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Temporary Clerk - Library On-Call As Needed Supplemental Questionnaire

* 1. Do you have a minimum of one year of full-time* paid general office clerical work experience? (*Equivalent part-time work experience may be substituted for the full-time experience required).

Yes No

* Required Question