

Date Posted: July 31st, 2019

Department: Public Library

Compensation: \$9.50/hour

Position type: Work-Study or part-time seasonal hours

Hours: approximately 4-12 hours a week depending on schedule and availability

Deadline: Open until filled

Library Clerk

The Edith B. Siegrist Vermillion Public Library seeks detail-oriented, outgoing people with excellent customer service skills who can perform a variety of clerical tasks at our Circulation Desk. Applicants must enjoy working with a variety of people of all ages.

Part-time Library clerk positions are available on a seasonal basis and we are currently looking to hire for the fall starting in August and running through December.

Typical shifts that need covered include Mondays through Thursdays 5pm-9pm, Fridays 2pm-6pm, Saturdays 9.30am-5pm, or Sundays 1pm-5pm. Total normal hours per week would be a minimum of four up to a maximum of twelve depending on scheduling and availability.

Essential Job Functions

- 1) Greets visitors to the library and provides friendly, high-quality customer service to library users.
- 2) Performs circulation duties and procedures including: loaning and returning materials, placing reserves, checking in materials, shelving materials, checking for damaged materials, taking interlibrary loan requests.
- 3) Maintains neat and orderly circulation desk.
- 4) Assists patrons in the use of library services and facilities.
- 5) Assists patrons signing up for new library cards.
- 6) Responds to general telephone questions.
- 7) Organizing and reshelving returned library materials.
- 8) Any one position may not include all the duties listed, nor do the listed examples include all duties which may be found in this position.

Other Job Functions

- 1) Operates library equipment.
- 2) May be cross-trained to assist in other library units.
- 3) May be asked to assist with library programs and activities as needed.
- 4) Shelf reading of library stacks to ensure an easy to use and accessible collection.
- 5) Performs other tasks, duties and projects as assigned.

Supervision Received

Reports to the Circulation Supervisor. Works under the immediate supervision of scheduled circulation staff.

Knowledge, Skill and Ability

- 1) Ability to establish and maintain effective working relationships with patrons and staff.
- 2) Ability to follow written and oral instructions.
- 3) Experience working with common technology hardware and software such as Microsoft Office products, PCs, tablets, copiers, fax machines and email.
- 4) Ability to follow and apply the policies and procedures of the Edith B. Siegrist Vermillion Public Library.

Qualifications High School diploma or GED.

Customer service experience preferred

Ability to express self clearly in English, both orally and in writing

Physical Demands

While performing the duties of this position, the employee is regularly required to use hands to handle and feel, operate office equipment, and reach with hands and arms. The employee is frequently required to stand, talk and hear, walk, sit, climb, balance, stoop, kneel, and crouch.

The employee must also be able to read and write, and follow oral and written instructions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions

While performing the duties of this job, the employee primarily works indoors. The noise level in the work environment is usually quiet to moderate.

Please submit a completed City of Vermillion Employment Application, cover letter and resume.

Applications can be submitted via the City of Vermillion website

<https://www.vermillion.us/FormCenter/Administration-Forms-9/Job-Application-53>. If you have questions call (605) 677-7060. EOE