



St. Charles Public Library

One South Sixth Avenue
St. Charles IL 60174-2195
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www.stcharleslibrary.org

Circulation Clerk

The St. Charles Public Library District is seeking to fill the role of Circulation Clerk with an upbeat, energetic and detail-oriented team player.

This is a Part-Time, Non-Exempt Position - Schedule: 24-26 hours a week, in person, with evening and weekend availability.

The Circulation Clerk supports the department through re-shelving library materials, assisting patrons as needed, and helping with collection maintenance projects.

Clerks perform routine telephone receptionist duties, use computers to check in materials, and empty book drops and bins.

QUALIFICATIONS:

- A general knowledge of library policies, methods, and procedures
- Familiarity with standard office practices, systems, and procedures, including filing and the operation of general office equipment
- Skill in sorting and filing alphabetically and numerically; reading letters and numbers rapidly
- The ability to communicate effectively in English, both verbally and in writing

PHYSICAL REQUIREMENTS:

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand and walk for extended periods; strength to lift and carry up to 20 pounds and push carts that weigh up to 100 pounds; agility to bend, reach and climb; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

EDUCATION AND EXPERIENCE:

High school graduate or equivalent; customer service experience preferred

SALARY: \$13.00/hr minimum - \$15.60/hr midpoint - \$19.19/hr maximum; offers are generally made within the minimum to the midpoint range depending on qualifications, experience, and internal equity

TO APPLY: Submit a cover letter and resume to: hr-applicants@scpld.org,

Attention: Patty Dybala, Assistant Circulation Services Manager

Applications are available on our website: <https://www.scpld.org/>

The St. Charles Public Library is an Equal Opportunity Employer