



## Circulation Clerk (Shelver)-Part-Time

We are looking for an individual who is not only efficient and detail-oriented but also possesses a warm and friendly demeanor.

This is a part-time/non-exempt Position - Schedule: 18.75 hours a week, in person, with evening and weekend availability. This position reports to our Assistant Circulation Manager.

As a Circulation Clerk you will support the department through re-shelving library materials, assisting patrons as needed, and helping with collection maintenance projects.

### 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 diploma or equivalent/GED; customer service experience preferred.

**SALARY:** \$15.61/hour minimum - \$20.68/hour midpoint - \$25.95/hour maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

### BENEFITS:

- Four (4) weeks of paid time off annually and fifteen (15) hours of Individual Holidays per year.
- Optional 457b deferred compensation enrollment.
- Professional development opportunities.

**TO APPLY:** Submit a cover letter and resume to: [hr-applicants@scpld.org](mailto:hr-applicants@scpld.org), Attention: Patty Lakoma, Assistant Circulation Manager. Applications are available on our website: <https://www.scpld.org/>

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

*The St. Charles Public Library is an Equal Opportunity Employer*