Position Available

_Circulation Clerk (Part-Time)_

Downtown Newark

Under the general supervision of the Circulation Supervisor, the Circulation Clerk works at the Circulation desks to assist customers in borrowing and using Library materials, services, and equipment; and maintains computer database records.

This is a part-time position; 25 hours per week. OPERS Retirement. A job offer will be conditional upon successful completion of a background check and meeting any other preconditions of employment. The successful candidate will be scheduled to work days, evenings, and Saturdays at the Downtown Newark location.

**Minimum Qualifications and Principal Duties**

- High School diploma or equivalent required.
- One year related experience, or an equivalent combination of education, experience, and training.
- Ability to provide own transportation when participating in off-site Library business and activities.
- Must successfully pass a background check.

See complete job description, which is attached.

**Pay Rate**

The pay for this position is $10.50/hour. This position is not eligible for the library’s fringe benefit package. Holiday Pay Eligible.

**Application Procedure**

Apply online at [www.lickingcountylibrary.org](http://www.lickingcountylibrary.org) and click on “Careers” at the bottom of the page and then click on “Current Job Openings.” Applications received by Tuesday, November 5, 2019 will be given first consideration. Position will remain open until filled.

Applicants should submit with online application:

- Cover Letter
- Resume

The appointment of the successful applicant will be made pursuant to Section 1.210 of the _Staff Handbook_.

_The Licking County Library is an equal opportunity employer._