Library Clerk (Part-Time)

Library Location: Monroeville Public Library-34 Monroe Street, Monroeville Ohio 44847
Position Hours: 10-15 hours per week- including day/night/weekend hours
Hourly Rate: $10.00-12.00 depending on experience

Posted on February 14, 2022

Position Profile:
If you’re a friendly, outgoing, and positive person that enjoys helping people, we would love to work with you! As a library clerk, you’ll be part of our hard-working and fun group. On this team you will play a vital role in shaping our services. We are looking for someone with new and innovative ideas.

Duties and Responsibilities:

Patron Assistance:
- Initial point of contact for all patrons. Spends majority of the time providing customer assistance.
- Promotes library services and offerings to patrons.
- Introduces patrons to library platforms and demonstrates basic functions.
- Performs basic catalog searches.
- Assist with informational questions.
- You must be willing to work with patrons of all ages
- Any other roles deemed necessary by the Director

Technology:
- Ability to troubleshoot minor technology issues
- Working the copier, scanner, and faxing options on the copy machine
- Use library catalog software to check in/out and place holds for items

Education and Experience:
- Education: High school diploma or equivalent is required.
- Years of relevant experience: 1-2 years is preferred.
- Experience with principles and practices of customer service is required.
- Experience with library circulation systems is preferred.
- Experience in a public library or a public sector is preferred.
- Ability to successfully pass a background check
Working Conditions and Physical Requirements:

- Routine lifting of moderately heavy items, such as books or records boxes (over 25 pounds and up to 50 pounds), pushing full carts and/or standing for long periods of time as well as frequent stooping and bending.
- Occasional minor discomforts from near-continual computer terminal use.

If you feel you are a great fit for the job, please fill out an application found on our website www.monroevillepl.org under the employment tab. Drop completed applications at the front desk, mail to Monroeville Public Library, PO Box 276, Monroeville, Ohio 44847 ATTN. Kate Burns or email it to kburns@seolibraries.org

MONROEVILLE PUBLIC LIBRARY is an equal opportunities employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, national origin, citizenship, gender, pregnancy, gender identity, sex, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law.