Clark County Public Library Employment Opportunity

Job Title:  **Administrative Clerk**  |  Grade 13  |  Part-time 20-24 hrs.  |  FLSA:  Non-Exempt
Location:  Clark County Public Library – Business Office, 315 S. Center St., Springfield, Ohio

Under direct supervision of the **Fiscal Officer**, the **Administrative Clerk** performs a variety of clerical and administrative duties in the Business Office including filing, typing, copying, and basic bookkeeping. Will assist Purchaser, review and submit invoices, and respond to telephone and in-person inquiries at the front office.

**APPLICATION PACKET:**  *(Please submit all items - Incomplete or illegible Applicant Packets may be disqualified)*

1. Completed **CCPL Employment Application** – Available at library locations or two formats available online at: [CCPL Employment Application](#).
2. Cover Letter
3. Résumé
4. Three (3) professional references

**SUBMIT** by mail or in a sealed envelope to any CCPL location, addressed to:

William Martino – Library Director, Clark County Public Library, PO Box 1080, Springfield OH, 45501-1080

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**OPEN UNTIL FILLED – Review of complete, accurate submissions begins immediately upon receipt**

**MINIMUM EDUCATION & EXPERIENCE REQUIRED:** View the [Position Description](#) for more information
- High school diploma or equivalent
- Relevant office experience (receptionist, clerk, or purchaser)
- Post-secondary coursework in business-related areas preferred
- Criminal background check required

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**
- Customer service and basic cash-handling experience
- Considerable knowledge of modern office methods, including Microsoft Word and Excel software applications and keypad calculator operations
- Excellent attention to detail and organizational skills; organize, prioritize, and coordinate multiple tasks
- Assumes responsibility and work neatly, efficiently, and accurately, following specific procedural guidelines
- Excellent verbal and nonverbal communication skills in busy work environment; willingness to acquire new skills
- Presents a positive, professional image and interact and respond appropriately to vendors, public, and staff
- Must be dependable, honest, and able to maintain confidentiality
- Pre-employment criminal background check and reference checks required
- Valid Ohio Driver’s License and insurability on the library’s vehicle insurance policy
- Able to operate motor vehicle and provide proof of automobile insurance (personal vehicle)
- Business Office operates 8 – 5, M - F, irregular hours may be required according to department’s needs
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions or for the interview process. View the [Position Description](#) for more information

**PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:**
- Provides office assistance; addresses in-person and telephone inquiries at office desks
- Updates files, reports, spreadsheets (MS Excel), and vendor lists. Keeps documentation current for accounting functions
- Generates, proofreads, and distributes detailed and accurate reports and correspondence
- Utilizes office equipment: 14-key calculator, computers, copiers, printers, etc.
- Verifies calculations of library revenue receipts and prepares daily deposit; makes daily bank deposits; maintains receipt book documentation, as assigned
- Analyzes vendor prices, quality, and product alternatives; recommends vendor selections to Fiscal Officer
- Purchases library supplies online, by telephone, and at local retail locations
- Adheres to Clark County Public Library purchasing and credit card policies and procedures
- Receives shipments, verifies packing slips, and routes items for delivery to correct library locations

**Salary and Benefits:**  $17.00 per hour. Ohio Public Employees Retirement System membership; two (2) wks. Vacation, holidays and sick leave according to CCPL Personnel manual guidelines. Voluntary life insurance offering, Ohio Deferred Compensation (457) Plan membership available. Direct Deposit required.

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Clark County Public Library is an Equal Opportunity Employer