CUSTOMER SERVICE CLERK – FULL TIME
BRUNSWICK LIBRARY

Requisition ID: 1183

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:
The Medina County District Library is seeking a Customer Service Clerk who has a love and enthusiasm for public service and helping people to provide great customer service to patrons and staff. Duties include but are not limited to registering new patrons, checking out materials, assisting patrons with Library equipment, collecting monies, preparing and making bank deposits, resolving problems for patrons, processing library materials, processing passport applications, answering telephones, serving as a receptionist welcoming patrons to the library and performing other clerical duties as assigned.

QUALIFICATIONS:
Candidate must possess a high school degree or equivalent and be a U.S. citizen, eligible to become a passport acceptance agent; one year experience working with the public; keyboarding skills; ability to learn computerized circulation system, perform simple calculations, use language effectively, be friendly in dealing with others, and ability to work as a team member. Customer service experience a plus.

WAGE:	$12.06 per hour; additional $2.00 per hour Sunday premium; Grade 1
BENEFITS:	Vacation, sick leave, personal days, holidays, group health benefits, and other benefits based on Union contract; Public Employees Retirement System
HOURS:	Full time; 37.5 hours per week; flexible schedule required including evenings, Saturdays and some Sundays *(schedule subject to change based on needs of the library)*
OTHER:	Union Position
HOW TO APPLY:	Internal Applicants – Via ADP Account External Applicants – Via https://mcdl.info/employment
DEADLINE FOR APPLICATION:	Open Until Filled

MEDINA COUNTY DISTRICT LIBRARY is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

10/21/2024