

## **Part-Time Library Clerk**

The Vespasian Warner Public Library District at 310 N. Quincy St. in Clinton is seeking qualified applicants for the position of part-time clerk. Work schedule is Tuesdays and Thursdays, 2:00PM to 7:00PM.

Candidates must be interested in working in a customer service-oriented organization, have excellent communication skills, possess strong general computer skills, attention to detail, and a willingness to learn.

Duties include checking materials in and out, shelving books, answering phone calls, processing new materials, and assisting patrons with basic reference questions.

Applicants must be at least 18 years of age with a high school diploma or equivalent. Background check required. \$15.00/hour with paid holidays and paid time off.

Visit the library or [www.vwarner.org](http://www.vwarner.org) for an application and job description. Applications are due by 4pm on Friday, February 21, 2025 and can be turned in at the library's main desk or by email to Bobbi Perryman at [perryman@vwarner.org](mailto:perryman@vwarner.org).

### **Library Clerk** **Qualifications**

- a) High school diploma or equivalent
- b) Ability to follow directions well
- c) Good customer service skills
- d) Computer/typing skills

### **Duties**

Each clerk is assigned a special role after training is completed. The duties listed below include a general overview for possible roles.

- a) Check materials in and out
- b) Answer reference and readers' advisory questions
- c) Assist patrons in locating materials
- d) Handle interlibrary loan requests
- e) Assist patrons with library equipment
- f) Shelf materials, read shelves, shift books as needed
- g) Process new materials
- h) Alert a member of the administrative team if there is an unsafe condition in the library
- i) Submit incident reports to the executive director as needed
- j) Perform risk care management duties as outlined in the Risk Management Plan
- k) Perform other duties as directed by supervisors