

# Part-Time Library Clerk Position

Application Deadline: Position will be advertised until filled.

Position Title: **Library Clerk**  
Hours: **Part-time, hourly, 24 hours per week; must be able to work a varied schedule, including mornings, afternoons, evenings, and weekends.**  
Location: **East Palestine Memorial Public Library**  
Starting Hourly Wage: **\$13.00 hourly**  
Reports to: **Library Director**  
Staff Supervised: **None**

**Positions Summary:** Provide friendly, helpful customer service to a diverse population by working at the circulation desk – checking items in and out, answering questions, explaining library policies and procedures, creating library cards, and copying, faxing, and scanning documents for the public.

**Essential Job Functions:** This list is illustrative, but not exhaustive for this position.

- Provide customer service both in-person and over the telephone.
- Provide assistance to the public on e-content, computers, and devices.
- Work with the collection by sorting and shelving library materials and shelf reading.
- Participate as a team member with library staff in performing any duty essential to the achievement of efficient library operations.
- Other duties as assigned.

## **Minimum Education, Experience, and Licensing Requirements:**

- High school diploma or equivalent
- Criminal background check
- Ability to interact with all age levels
- Computer experience that includes MS Office, the Internet, and, ideally, library catalogs and research databases
- Ability to type
- Ability to accurately make change
- Ability to alphabetize and file
- Willingness to learn reference skills and work with new technologies
- Possess regular and reliable work habits

## **Physical Requirements:**

- Must be able to operate equipment such as computers, copiers, printers, and scanners.
- Must be able to effectively speak, listen, read (including cursive), and understand English.
- Must have the ability to push and pull book carts when full and lift book crates.
- Must have manual dexterity and visual acuity as needed for the position.
- Must be able to work in areas that may contain cleaning odors, dust, or other possible allergens.

**To Be Successful, you will need to:**

- Have excellent customer service, a strong service ethic, excellent problem-solving skills, and adapt rapidly to change.
- Be friendly, approachable, and provide a positive library experience to patrons.
- Efficiently and accurately comprehend, follow, and implement library policies and procedures.
- Be able to respond quickly and favorably to new or changed responsibilities and/or situations, be able to prioritize and handle confidential information.
- Be able to effectively problem solve and manage frequent interruptions.
- Must be able to learn new skills as the library evolves and changes.

**Benefits:**

- Ohio Public Employee Retirement System
- Accrued Sick Leave
- Life Insurance
- Ohio Deferred Compensation Available
- Aflac Available

**Please submit resume to:**

**East Palestine Memorial Public Library  
Attn: Tamra Hess, Director  
309 North Market Street  
East Palestine, OH 44413**