



## JOB OPENING

**Job Title:** Public Services Clerk

**General Description:** Perform public service duties and clerical work. Aid in Public Services projects as needed.

**Duties and Responsibilities:**

Duties include, but are not limited to, the following:

- Aid in the planning and preparation of programming for all ages
- Work at the children's circulation desk, aiding patrons
- Work on Public Services projects as assigned
- Maintain children's area toys and games
- Due to the size of the library staff, the clerk will be asked to help with day-to-day library tasks as needed, including, but not limited to checking out materials for patrons and opening/closing the library.

**Qualifications:**

- High school diploma. LTA or special library training preferred,
- Library experience preferred. Experience working with children preferred.
- General computer skills.
- Library employees must be able to lift and carry items weighing up to 30 lbs. They must be able to reach high library shelves and bend, as needed. A stool can be used, if needed. They must be able to stand for extended periods of time.

**Pay and Benefits:** The Public Services Clerk will receive paid annual vacation and an employer contribution to the Illinois Municipal Retirement Fund. The starting wage is \$16.34/hour.

**Hours:** 25-30 hours a week. Must work weekends and evenings as needed.

**Supervision:** Reports to the Public Services Manager.

To apply, please send a resume and three references to Public Services Manager Ali Dixon at [adixon@washingtondl.org](mailto:adixon@washingtondl.org).