

# JOB OPENING



**Title:** Circulation Clerk

**Duties and Responsibilities:** Duties include, but are not limited to, the following:

- Share in circulation and reference desk duties, including checking items in and out to patrons, placing holds for patrons, helping locate materials for patrons, and signing patrons up for library cards.
- Perform reader's advisory for patrons seeking materials.
- Perform clerical and processing tasks as needed.
- Receive new materials and check for condition.
- 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 opening/closing the library, assisting patrons with the operation of library technology, answering phones, and helping with program prep.

**Qualifications:**

- High school diploma required. Some college or special library training preferred.
- General customer service and computer experience required. Library experience preferred.

All new hires will be subject to fingerprinting and a background check.

**Pay and Benefits:** \$16.34/hour. Part-time employees receive two weeks of paid vacation and one personal day annually, one-half sick day per month, and employer contribution to Illinois Municipal Retirement Fund (IMRF).

**Hours:** 28 hours per week. Daytime availability is required, along with 1-2 evenings per week and some weekend availability. Set schedule based on employee's availability and library needs. Scheduled hours at both Main Library (380 N Wilmor Rd) and Sunnyland Branch Library (16 Washington Plaza).

**Supervision:** Reports to the Circulation & Technical Services Manager.

To apply, please send a resume, cover letter, and three professional references to Savannah McClellan, Circulation & Technical Services Manager, at [smcclellan@washingtondl.org](mailto:smcclellan@washingtondl.org). The position will remain open until filled.