

Library Clerk

The Caseyville Public Library District seeks an energetic, flexible, courteous and diligent individual to join the library staff in providing excellent library services to the Caseyville community. **Must be able to work 8 am to 1 pm during the school year to assist with class visits.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

Library Clerks perform any combination of the following duties and responsibilities, as assigned:

- Performs general circulation and patron front-line services, such as: check-in and check-out library materials; calculate and collect fines for overdue materials; meeting room scheduling, phone support, patron registration, etc.
- Assists with class story times and checkout visits.
- Assists library patrons with item retrieval, ready reference and readers' advisory requests, and general service questions.
- Assists with the interlibrary loan and systems holds process, retrieving requested materials, updating online item records, and processing items for mailing/transit.
- Operates the Library's automated integrated library system (ILS), enters patron information to the ILS database and maintains online patron records and accounts.
- Operates and assists patrons with public access automated self-check terminals and business machines.
- Inspects returned materials for damages; performs minor mending; shelves returned materials, etc.
- Provides general patron assistance at library service desks, as assigned.
- Performs these or other related job duties, as assigned.

QUALIFICATIONS:

- **Education:** Requires a level of knowledge normally acquired through the successful completion of high school.
- **Experience:** Requires 0-6 months of library-related, education, and/or marketing experience. Working knowledge of computers, common office technology, Microsoft Windows/Office, and various software products. Must be comfortable working with PreK-4th students and their teachers and be able to assist with story time and checkout visits.
- **Interpersonal Skills:** Requires excellent customer service, communication and interpersonal skills necessary to communicate with fellow co-workers, vendors, residents, professional colleagues, and the public.

- **Analytical Skills:** Requires the analytical abilities necessary to effectively prioritize work assignments; assist patrons with questions and requests for information; solve basic operational issues and suggest solutions and refinement.
- **Technology Skills:** Knowledge of Microsoft Windows, Microsoft Office, and common office computer technologies is required. Knowledge of social media platforms, website design, and Polaris ILS is preferred.
- **Working Conditions:** Requires work to be performed within a normal office environment. Requires continuous standing, sitting, stooping, bending, climbing and lifting and pushing of books and other library materials ranging from under one pound to over twenty pounds.

SCHEDULE & BENEFITS:

- \$15.00/hour
- Part Time – 15-19.5 hours per week
- Varied schedule - mainly afternoons, evenings, and weekends

REQUIREMENTS

- Must have two (2) years of library experience, customer service, or teaching experience.
- Bilingual candidates are preferred but not required

The Caseyville Public Library District is an Equal Opportunity Employer.

Job Type: Part-time

Pay: From \$15.00 per hour

Benefits:

- Employee assistance program

Schedule:

- After school (1 pm to 6 pm)
- Day shift (8 am to 1 pm or 11 am to 4 pm)
- Must have Thursday, Friday, and Saturday availability
- Must be able to work some Thursdays evenings until 8 pm (3 pm to 8 pm)
- Must be able to work Saturdays until 2 pm (10 am to 2 pm)

Ability to commute/relocate:

Caseyville, IL 62232: Reliably commute or planning to relocate before starting work (Required)

Experience: Requires 0-6 months of library-related, education, and/or marketing experience. Working knowledge of computers, common office technology, Microsoft Windows/Office, and various software products.

Customer service: 1 year (Preferred)

Work Location: In person