

Bilingual Library Clerk

The Caseyville Public Library District seeks an energetic, flexible, courteous and diligent individual who is bilingual (Spanish) to join the library staff in providing excellent library services to the Caseyville community.

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.
- Must be Bilingual
- Must have Monday-Friday morning availability during school year (September-May)

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: Day shift primarily

- Day shift (8 am to 1 pm)
- After school (1 pm to 6 pm)
- 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