

Administrative Clerk

General Description:

Provides circulation functions to patrons. Performs other duties as assigned. Works with all staff to maintain a well organized circ desk. This position is part time and has no supervisory responsibilities. This position reports to Assistant Director and Director only.

Job Duties:

- Must be able to complete all circulation duties as needed.
- Assist the Assistant Director with coding monthly invoices.
- Maintain utility tax reimbursement form.
- Assist the Assistant Director with ProPay audits.
- Maintain the ProPay invoice binder.
- Administrative filing.
- Maintain monthly patron card renewals and new card production.
- Must ensure all opening and closing procedures are completed when working.
- Will be responsible to keep library keys and security code safe at all times.
- Other duties as assigned

Educational/age requirements:

Employees must be 25 years old or older. This position requires a high school degree or equivalent.

All employees must have good verbal and written communication skills and be able to interact harmoniously with all customers and staff.

Hours needed- Every Wednesday and Thursday 2-6 pm

Every Friday 10:00 am - 6:00 pm

First and Third Saturday 10:00 am-2 pm

Schedule may fluctuate as needed.

**Please complete an application in house or online by Friday
June 2, 2023 and be ready to interview the following week!
Applicants will be notified of decisions by June 16th 2023.**