

Library Aide/Clerk

Hours: 10 hours per week. Prefer afternoon hours. Some Saturday work possible.

Provides general customer service and supports the regular library clerks. Reports to the library director for general instruction and review.

Duties:

1. Shelving library materials
2. Helping library patrons find materials
3. Answering the library telephone
4. Going to post office to purchase stamps/postage
5. Other library related duties as assigned

Requires the following knowledge, skills and abilities:

1. Some knowledge of library materials and methods
2. Thorough knowledge of alphabet and of the decimal system
3. Knowledge of and skill in using effective English, including good grammar
4. Basic computer skills
5. Ability to perform clerical tasks efficiently and accurately.
6. Physical ability to bend, stoop, push, reach, grasp, finger for writing and typing, lift, and carry up to 40 lbs.
7. Ability to assess visual cues. Far vision at 20 feet or further; near vision at 20 inches or less
8. Ability to listen and communicate effectively with others in person and over the telephone
9. Ability to deal courteously and tactfully with the public
10. Ability to arrive at work in a punctual manner and reliably assume responsibility as delegated
11. Ability to learn the use of office equipment, including photocopier, fax machine, computer programs and other equipment as required.
12. Ability to handle details, complete work with normal speed, and tolerate stress of busy circulation desk.
13. Ability to understand and carry out both written and oral instructions

Appointment and/or continued employment is contingent on successful completion of a background check.

No applicant for employment shall be discriminated against because of age, race, color, religion, sex, marital status, national origin, or disability.

Please submit a resume to Megan Kloeckner at kloeckner.megan@als.lib.wi.us by August 1, 2017.

7/10/17