

**Vicksburg District Library
Library Clerk (Part-Time)
Job Description**

Hours and Wages: 17-21 per week, \$13.73 to start.

Minimum Requirements:

- Ages 18 and above only
- Must have the ability to read, write, perform basic math, and use a computer keyboard
- Must have computer literacy in Microsoft Word and internet searches
- Must have the ability to count money, make change, and balance cash receipts
- Must be able to stand for several hours at a time
- Must be able to work flexible daytime, evening, and weekend schedules

General work habits needed:

1. Reliability and good use of work time
2. Initiative, good judgment, and common sense
3. Cooperation with colleagues and good with the public
4. Good communication skills
5. Quantity and quality of work that is satisfactory
6. Careful handling of equipment and attention to detail

Essential functions

- Provides general operational support for the Library
 - Opens/closes the library and answers inquiries from the public concerning services
 - Answers questions relating to the location of materials in the library's collections
 - Comfortable explaining and enforcing library policies
- Provides circulation services for library patrons
 - Registers new patrons and renews library cards
 - Checks materials in and out
 - Handles patron requests for purchase and requesting items via inter-library loan
 - Collects and records fines and fees
 - Assists patrons with copy machine, fax machine, laminator, and catalog as requested
 - Helps patrons use the Internet on public computers.
- Processes new materials in preparation for circulation or other use
- Removes library markings from withdrawn materials
- Provides assistance to fellow library personnel as necessary
- Shelving returned materials
- Other duties as assigned by the Director

Vicksburg District Library
Job Application: Position: Circulation Clerk (Part-Time)

Please print clearly:

Name: _____

Street Address: _____

City, State, Zip: _____ **Phone:** _____

Email address: _____

Job Experience (list most recent):

Job Title	Company	Months/Years Worked
1. _____	_____	_____
Duties: _____	_____	_____
2. _____	_____	_____
Duties: _____	_____	_____
3. _____	_____	_____
Duties: _____	_____	_____

Education:

High School from which you graduated: _____

College/Other Education (if any): Name of Institution Degree(s)

Please write yes or no:

1. Can you operate a computer? _____ Copy machine? _____ Fax? _____

2. Can you use Windows? _____ Office? _____ The Internet? _____

3. Do you have experience working with the public? _____ Please describe: _____

4. Do you have experience handling money and/or making change? _____

5. Please list any other experience, training, or skills that qualify you for this position: _____

6. Is there anything that would prevent you from coming to work on time each day? _____

7. Do you have a valid Michigan Driver's License or State ID? _____

This is a part-time position. We also need you to be available for subbing at other times. What hours would you be available to work?

Monday Tuesday Wednesday Thursday Friday Saturday Sunday
a.m. _____

p.m. _____

Have you ever been convicted of a crime? _____

If you answered yes, please describe: _____

Work References:

Name	Phone #	Company
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

I have seen the job description and certify that I meet all requirements and can do all the work for this job:

Signature: _____

Date: _____