

**QUINCY PUBLIC LIBRARY
QUINCY, ILLINOIS 62301**

POSITION OPEN

CLASSIFICATION: Clerk

DEPARTMENT: Collection & Delivery Services

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Use the automated circulation system to charge materials, renew materials, discharge materials, collect fines/fees, manage requests and register borrowers for library cards; assist patrons with the location of library information; shelve materials; maintain collection order; place program reservations. Performs other duties relevant to the position as assigned.

QUALIFICATIONS:

High school diploma or GED. Demonstrated computer/keyboarding experience required. Able to lift, push, and carry moderate to heavy materials. Be able to work well with others, reliable, self-motivated, and possess good communication skills.

RATE OF PAY: \$10.74 per hour

HOURS: Part-time, approximately 20 hours per week with a varying schedule, including days, evenings, and weekends.

OPENINGS: One

BIDDING CLOSSES AT 5:00 P.M., MONDAY, AUGUST 14, 2017.

APPLICATION FORMS AVAILABLE AT:

Quincy Public Library
Administrative Office
526 Jersey Street
Quincy, IL 62301

The Library is an Affirmative Action / Equal Opportunity Employer
Posted 08/03/17