

EASTON AREA PUBLIC LIBRARY
EMPLOYMENT OPPORTUNITY
PART TIME CIRCULATION CLERK

The Easton Area Public Library has an opening for a part-time Circulation Clerk.

The position would average **12-16 hours/week @ \$10/hr**

(Schedule includes day, evening, and Saturday hours)

Duties include:

- Circulation (In and Out) of library materials to patrons
- Registration of new library patrons, cancellation of expired memberships, familiarizing new patrons with library floor plans, etc.
- Answering and transferring all incoming phone calls.
- Performing miscellaneous clerical duties: collecting and recording overdue fines and lost and damaged book costs, mailing overdue notices, filing, etc.
- Performing various book stack duties: shelving, shelf-reading, straightening, shifting, and general stack maintenance. Also sorting and boxing library materials to be delivered to or from the branch, and consortium libraries.
- Notifying patrons of reserve material in a timely fashion either by telephone or email.

Qualifications:

- High school diploma, LTA preferred.
- Library experience desirable
- Strong Customer service skills
- Good data entry skills and ability to make changes accurately.
- Must be able to stand, bend, reach, lift, and push a book truck
- Computer experience a must

Closing date for applications: June 16, 2017

Qualified candidates may send application and resume to:

Betty Renzulli
Head of Circulation
Easton Area Public Library
515 Church Street
Easton, PA 18042