

POSITION AVAILABLE

CIRCULATION CLERK: Part-time position (20 hours per week) in the Circulation Services Department. Responsibilities include: Checking in and checking out materials; entering patron registrations; notifying patrons about the availability of reserve materials; collecting fines and fees and recording transactions on the cash register.

Requires the following skills: Basic computer knowledge; the ability to learn the use of the SirsiDynix Symphony System; accuracy and attention to detail; the ability to interact successfully with the Department Head and other staff; the ability to recognize the need to refer problems to appropriate staff members; and the ability to handle challenging situations in a tactful, positive manner. Prior work experience in a library setting is desirable.

Must be a Calumet City resident with a high school diploma, one year of related work experience, and the availability to work days, evenings, and weekends. Spanish speaking is preferred but not required.

Starting wage: \$9.05 per hour

Please apply to: Lisa Trevino
Head of Circulation

Calumet City Public Library
660 Manistee Avenue
Calumet City, Illinois, 60409
708-862-6220 Ext. 240

Please ask for copies of this job description and application forms
at the Circulation Desk.

03/17/17