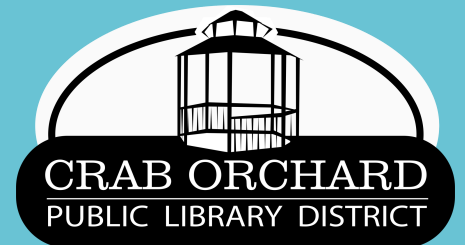


WE'RE HIRING



JOIN OUR TEAM!

**WE ARE LOOKING FOR A
PART TIME CIRCULATION CLERK**

Please review the full job description.

Schedule:

Every Monday & Tuesday: 11:00am-6:00pm

Every other Saturday: 10:00am-2:00pm

Pay:

\$16.00/HR

*If you are interested or have any questions, please
email a resume to:*

director.craborchardlibrary@gmail.com

Library Hours:

Monday & Tuesday: 11:00a-6:00p

Wednesday-Friday: 11:00a-5:00p

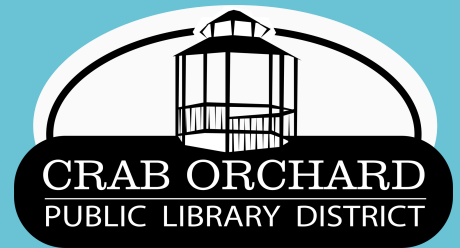
Saturday: 10:00a-2:00p

**20012 Crab Orchard Rd
Marion, IL 62959**

(618) 982-2141

www.craborchardlibrary.com

FULL JOB DESCRIPTION



Requirements:

- **Some college or relevant experience.**
- **Strong organization skills.**
- **Strong communication and interpersonal skills.**
- **Able to work the set schedule.**
- **Flexible and able to embrace change.**
- **Some technical skills and ability to learn new software**
- **Ability to work independently or with minimal supervision.**

Responsibilities:

- **Maintaining order of library stacks, including weeding, under the supervision of the director.**
- **Covering new materials and preparing items for the shelf, including creating shelf labels following consistent standards.**
- **Maintaining OCLC ordering and record keeping with the assistance of the director.**
- **Recording and detailing monthly cash box funds and transactions to prepare for deposit.**
- **Contacting patrons about overdue or damaged materials.**
- **Answering the telephone and assisting patrons.**
- **Performing other duties as assigned**

If you have any questions please feel free to call (618) 982-2141, or email: director.craborchardlibrary@gmail.com