

POSITION ANNOUNCEMENT
CIRCULATION CLERK – PART TIME
MEDINA LIBRARY

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

The Medina Customer Service Department is looking for a vibrant, congenial individual to provide great customer service to members at the customer service desk and perform clerical duties related to a wide range of customer services. Operate computer for circulation of materials, assist library members with use of check out stations, register members for library cards, collect fines and fees, prepare and make bank deposits, problem resolution for member accounts, process passport applications, process holds; answer telephone, serve as receptionist and welcome members to library; file and perform other clerical duties as assigned.

QUALIFICATIONS:

Candidates must possess a high school degree or equivalent and be a U.S. citizen, eligible to become a passport acceptance agent; one year experience working with the public; keyboarding skills; ability to learn computerized circulation system, perform simple calculations, use language effectively, *be friendly* in dealing with others, and ability to work as a team member. Customer services experience a plus.

WAGE: \$11.07 per hour
Grade 2

BENEFITS: Prorated sick leave, vacation and other benefits based on Union contract; Public Employees Retirement System

HOURS: Part-time; 20 hours per week; flexible schedule required including some evenings, Saturdays and Sundays (*schedule subject to change based on needs of the library*)

OTHER: Union position

SUBMIT COVER LETTER, RESUME AND APPLICATION TO: Application available online at www.mcndl.info
Email to: human.resources@mcndl.info
Human Resources Office
Medina County District Library
210 S. Broadway Street
Medina, OH 44256
FAX: (330) 722-2855

DEADLINE FOR APPLICATION: **Friday, March 31, 2017**

3/17/2017