

## POSITION ANNOUNCEMENT

### CIRCULATION CLERK – PART TIME HIGHLAND LIBRARY

#### **REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:**

The Highland 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 holds; answer telephone and serve as receptionist and welcome members to library; file and perform other clerical duties as assigned.

#### **QUALIFICATIONS:**

Candidate must possess a high school degree or equivalent and 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 service 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.mcdl.info](http://www.mcdl.info)  
Email to: [human.resources@mcdl.info](mailto:human.resources@mcdl.info)  
Human Resources Office  
Medina County District Library  
210 S. Broadway Street  
Medina, OH 44256  
FAX: (330) 722-2855

#### **DEADLINE FOR APPLICATION:**

**Open Until Filled**

3/10/2017