 t (586)731.4141

f (586)731.0769

7530 Auburn Road

Utica, MI 48317

**Library Clerk**

**Salary:** $12.00-\*$14.00 per hour (depending on qualifications)

**Hours:** 10-15 hours per week; some evenings and weekends may be required

**Primary job duties:**

* Works with computerized circulation system to handle daily circulation tasks.
* Uses keyboarding skills to perform circulation tasks.
* Performs materials processing and cataloging functions as needed.
* Inputs library materials into the database as needed.
* Types letters and other documents.
* Handles monetary transactions at the circulation desk.
* Operates cash register.
* Counts money in cash register and reconciles drawer daily.
* Contacts library patrons.
* Performs related duties as required.

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**Qualifications:**

* Communication skills necessary to deal courteously and cooperatively with the public and co-workers.
* Ability to learn computer skills.
* Mentally capable of performing all of the duties of the position.
* Ability to work under supervision.
* Customer service experience.
* Work experience in libraries.
* Professional and enthusiastic attitude towards providing public library service to patrons of all ages
* Ability to establish and maintain effective working relationships
* Familiarity with electronic databases
* Ability to lift, push and/or pull at least 20 pounds
* Flexibility to work varied hours

**Send resume with references to:** Francisk@libcoop.net

or by mail, Attention: Katherine Francis, Director

Utica Public Library

7530 Auburn Road, Utica, MI 48317

**Deadline for applications:** OPEN UNTIL FILLED