



Utica Public Library

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.

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

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Deadline for applications: OPEN UNTIL FILLED