

## Smithton Public Library District | Library Clerk (Part-time, EVENING & SATURDAY HOURS)

### Position Definition

Performs responsible and varied para-professional work in issuing and receiving library materials, with an emphasis on assisting patrons in using library services and facilities.

### Specific Duties

- ✓ Greet and assist library patrons in person and on the phone
- ✓ Perform circulation tasks such as:
  - check out and check in materials using library software
  - shelve materials, maintain item hold shelf for patron requests
  - ability to handle money and count change
- ✓ Develop library displays under the guidance of the Library Director
- ✓ Straighten the library's shelves and patron areas to maintain organization
- ✓ Other duties as assigned

**Supervised By:** Receives general supervision from the Library Director.

### Qualifications, Education, Experience, and Skills Required

- ✓ At least 16 years old
- ✓ One year clerical or library experience preferred
- ✓ Ability to use computer proficiently
- ✓ Ability to follow written and oral instructions
- ✓ Ability to learn Dewey Decimal system, automated circulation system, and library circulation policies and procedures
- ✓ Ability to create courteous pleasant first impression of library
- ✓ Ability to establish good patron rapport
- ✓ Familiarity with Canva preferred

**License or Certificate:** Not applicable; on the job continuing education required.

### Additional Requirements

Ability to lift up to 20 lbs over the head to shelve books on high shelves and to place the same weight at floor-level to shelve books on low shelves. Ability to stand or sit for up to 6 hours at a time. Must be able to effectively operate a computer in the execution of daily tasks. Employment is contingent upon successful completion of a background check.

### Work Hours (regularly scheduled 14.25 hours per week; may be asked to fill in other days, as needed)

Part-time, Tuesdays 4 pm to 8 pm, Thursdays 4 pm to 8 pm, Fridays 4 pm to 6 pm, and Saturdays 8:45 am to 1 pm

#### Hourly Pay

Minimum Wage, currently \$15.00/hour

#### Benefits

Sick Pay and Paid Time Off

### TO APPLY

Applicants should turn in an application form, **along with a cover letter**, to Jenna Dauer 109 S Main St, Smithton, IL 62285, in person, by mail, or email [smithtonpl@smithtonpl.org](mailto:smithtonpl@smithtonpl.org).

Review of applications continues until position is filled with preference given to applicants with materials submitted before Friday, January 3, 2025 at 6 pm.

Preferred start date: week of January 13, 2025.

# Application For Employment

**Smithton Public Library District**  
109 S Main St, Smithton IL 62285

Please print legibly.  
The application must be fully  
completed (front and back)  
and be accompanied by a  
cover letter to be considered.

## Personal Information

Name			
Address	City	State	Zip
Phone Number	Email Address		

## Position

Position You Are Applying For	Available Start Date	Desired Pay
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

## Education

School Name	Location	Years Attended	Degree Received	Major

## References

Name	Title / Relationship	Company	Phone

## Employment History

<b>Employer (1)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (2)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (3)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

## Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

**Printed Name:**  
\_\_\_\_\_

**Signature:**  
\_\_\_\_\_

**Date:**  
\_\_\_\_\_