

**Mt. Zion District Library**  
**Job Description**  
**Library Clerk**

**Job description:**

This is a part-time position involving Circulation Desk duties and assisting the public.

**Qualifications:**

- 16 years and older
- Must be able to work 2-4 evenings per week and at least one Saturday per month.
- Understanding of research methods and the organization of information
- Ability to manipulate information on computers and to train on large databases
- Must maintain a positive attitude towards public service work.
- Interest in books and reading.
- Ability to develop and maintain positive working relationships with public, co-workers, and supervisors
- Library experience a plus

**Duties and Responsibilities:**

- Assists library users in checking items in and out, placing requests, issuing library cards, finding materials, making copies, sending faxes, scanning documents, running various reports in Polaris (Library's database), etc.
- Provides basic readers' advisory and reference services
- Provides basic computer help to library users.
- Uses and maintains library equipment, e.g., copier, fax laminator, etc.
- Shelves library materials and performs other tasks to keep collection and library in order.
- Uses computer hardware and software to access information.
- Requires frequent lifting and carrying of library materials; pushing and pulling of book carts; and frequent stooping and reaching.
- Requires visual discrimination and the ability to read spine labels.
- Requires ability to collect money and make change accurately.
- Other duties as assigned.

**Salary:** \$11.00 per hour with benefits that include pro-rated vacation and Holiday time

**How to Apply:**

Complete the Mt. Zion Library employment application available at the library or downloaded from our website: [www.mtzion.lib.il.us](http://www.mtzion.lib.il.us). Please return the completed application to:

Ashley Batchelder  
Mt. Zion District Library  
115 W. Main Street  
Mt. Zion, IL 62549

Employment offers are conditional upon a successful background check and reference check. The Mt. Zion District Library is an Equal Opportunity Employer.

**Position open until filled.**