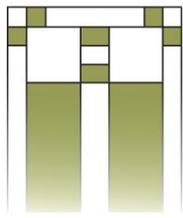


FLAGG-ROCHELLE



Public  
Library  
District

## **LIBRARY CLERK** **-- PART TIME**

619 Fourth Avenue • Rochelle, Illinois 61068-1512  
815-562-3431 • Fax: 815-562-3432

### **Duties and Responsibilities**

The duties of Library Clerk are varied; working with both the Adult and Children's Departments. Desk duty includes checking materials in and out, and re-shelving functions. Patron assistance duties include helping adults and students find the materials they need, including some basic level reference work, as well as using various types of library equipment, machines and computers. Library Clerks are also responsible for shelf reading and will be asked to help with library programs and displays. Library Clerks will use computers in library applications and will assist patrons in the use of the library's public Internet computers.

### **Qualifications**

We are looking for a person with a pleasant, out-going personality, who works well with both adults and children. Two years of college, a Library Technical Assistant degree, or equivalent experience is essential. Basic knowledge of computers is required. Internet and word processing skills are mandatory. Flexible working hours and some previous work with the public is a necessity. Familiarity with general library routines and customer service experience is desired. The ability to speak and/or understand Spanish would be an added asset. Applicant must be able to work one on one with a diverse population of patrons in a non-judgmental manner.

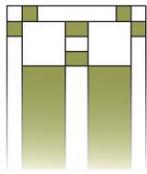
### **Hours and Salary**

***Public libraries are open evenings, weekends, and during the summer. Library clerks work two evenings a week (5:00 - 8:30pm) and all of our employees take turns working Saturdays. Library Clerks currently work about 22-24 hours a week, spread over three or four days, plus one or two Saturdays each month. Library Clerks must be available for flexible work hours as they work some mornings and some afternoons in addition to the two evenings and Saturdays.***

Library Clerks are also asked to work extra hours to fill in during vacations and sick leaves. Benefits include: social security, IMRF (Illinois Municipal Retirement Fund), paid holidays, and one-week, pro-rated paid vacation after the first year. The salary will start at \$9.75 an hour. All new staff members are placed on a six-month probationary period.

The Flaggs-Rochelle Public Library District is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. All applications are welcome and will be considered for employment without regard to race, color, religion, sex, national origin, or age.

FLAGG-ROCHELLE



Public  
Library  
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## **LIBRARY CLERK** **JOB APPLICATION**

619 Fourth Avenue • Rochelle, Illinois 61068-1512  
815-562-3431 • Fax: 815-562-3432

*Please complete both sides of this application and return it to the Flagg-Rochelle Public Library District by September 15th. We will contact qualified applicants for an interview. Thank you.*

The Flagg-Rochelle Public Library District is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. All applications are welcome and will be considered for employment without regard to race, color, religion, sex, national origin, or age.

### **CONTACT INFORMATION**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

### **PLEASE ANSWER THE FOLLOWING QUESTIONS**

The Flagg-Rochelle Public Library District is open days, evenings, Saturdays, summers, and minor holidays. It will be necessary for you to work some of these hours. Please list any days or hours you would not be available for work.

Describe your computer skills; listing programs you frequently use.

List all customer-service experiences and any other special skills and abilities you possess.

Why would you like to work at the Flagg-Rochelle Public Library District?

*(Please complete the back or attach a resume providing the information requested on this application)*

## **EDUCATION AND OTHER TRAINING**

Please list all schools/colleges you have attended, the dates, major areas of study or skills attained, and any degrees awarded.

## **EMPLOYMENT HISTORY**

List previous employers, job titles, dates and phone numbers starting with your most recent job.

## **REFERENCES**

Please supply the names, addresses and telephone numbers of three *business* references.

*Applications must be returned to the Library by Sept. 15<sup>th</sup>. We will contact qualified applicants for an interview.*

# Flagg-Rochelle Public Library District

**Position:** Library Clerk

**Reports to:** Library Director or Youth Services / Assistant Director

## **Position Summary:**

Assists patrons and staff as needed, works with children, young adults and adults, hours will include some mornings, afternoons, evenings, and some Saturdays.

## **Duties and Responsibilities:**

1. Assists patrons with checking out books, answering reference questions, daily library operations
2. Inspects returned materials for damage, verifies due date, computes and receives overdue fines
3. Sorts books, publications, and other items according to classification code and returns them to the shelves, files or other storage areas in the correct order
4. Issues borrowers identification cards according to established procedures
5. Covers desks in Adult and Youth Services Departments as assigned
6. Assists patrons in locating materials and information
7. Assist patrons with public access computers
8. Assists patrons with library equipment: copy machine, microform reader-printer, assistive technology, etc.
9. Performs opening and closing duties including lock-up procedures
10. Answers and routes telephone calls as received from the public
11. Checks in and routes mail, packages and other deliveries
12. Ensures that all library shelves and collections are kept in good order
13. Attends appropriate meetings, workshops and seminars
14. Participates in special projects as assigned
15. Performs other related duties as assigned

## **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Minimum Qualifications:**

This position requires a person with a pleasant, out-going personality, who can work well with patrons (both adults and children) and other staff members. Two years of college, a Library Technical Assistant degree, or equivalent experience is required. Computer and keyboard skills are necessary. Some previous work with the public would be helpful. Library experience preferred. Must be able to work a flexible schedule as needed.

- Ability to speak and hear normal conversations
- Mobility to push a book cart and reach various bookshelf heights
- Visual acuity to read normal print
- Ability to:
  - lift fifteen (15) pounds
  - stand or sit for extended periods of time
  - empty bookdrop
- Ability to meet and greet the public and deal with possible negative behavior
- Ability to alphabetize and arrange materials numerically
- Keyboard skills
- Attention to detail
- Self-motivated