



Part-time Public Service Clerk

Chillicothe & Ross County Public Library has an immediate opening for a 26-hour per week part-time Public Services Clerk with a starting hourly wage of \$12 an hour to work primarily at the Huntington location inside the Huntington High School.

Primary Duties—

- Responsible for prompt and courteous delivery of customer service to library patrons, including checking materials in and out, answering the telephone, shelving, etc.
- Maintains library spaces to ensure safety and an orderly and attractive experience for library visitors.
- Assists patrons in the use of technology, including basic computer troubleshooting.
- Helps patrons locate library materials.
- Performs related duties as assigned.

Qualifications—

- High school diploma or G.E.D. Some coursework at the post-secondary level desirable.
- Ability to communicate effectively.
- Familiarity with MS Office products.
- Keyboarding/Windows proficiency.
- Ability to operate library technology systems, including personal computer, software programs and other job-related equipment.

Other requirements—

- Reliable transportation and ability to travel occasionally throughout the county as needed.
- Evenings and occasional weekends required.

To apply—

For fullest consideration, email jobs@crcpl.org no later than noon, Sunday, December 9, 2018. Please attach:

- a meaningful cover letter
- resume
- three references related to your work history

For a complete job description, visit <https://www.crcpl.org/about/jobs>.