



## **Part-time Job Opening**

Chillicothe & Ross County Public Library is seeking a 26-hour per week non-benefited part-time Public Services Clerk with a starting hourly wage of \$12 an hour to work primarily at the Richmond Dale Branch. The schedule is very consistent with an occasional weekend hours required: Mondays 1 p.m. to 8 p.m., Tuesdays and Thursday 1 p.m. to 6 p.m., Wednesdays 10 a.m. to 3 p.m., and Friday 1 p.m. to 5:30 p.m.

### **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.
- Responsible for assisting with services and programs to youth and their caregivers.
- 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. 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.
- Must work evenings and weekends, but the schedule is typically established and consistent.

### **To apply—**

Email [jobs@crspl.org](mailto:jobs@crspl.org) no later than noon, Sunday, May 19, 2019. Please attach:

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

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

Chillicothe and Ross County Public Library is an equal opportunity employer.