

White Lake Township Library  
Job Description

Circulation Services  
Part-time circulation clerk  
Clerk I or Clerk II

Hours: Assigned hours per week including evening and Saturday hours

Pay rate: High School degree – 8.00-12.50 hour  
based upon experience and education  
College degree – 8.00-15.00 hour  
based upon experience and education  
Classified as a Clerical position

Benefits: Hourly position  
Not eligible for Board-approved benefits  
Not eligible for holiday pay but all hourly employees are offered an opportunity to make up hours lost to holidays or other building closures

Qualifications:

- High school diploma required; college coursework preferred
- Clerk II requires experience in a public services position in a public library or equivalent experience
- Ability to provide superior customer service to library users of all ages
- Ability to operate a standard cash register and other standard office equipment
- Computer literacy including use of databases and word processing required; ability to teach others these same skills preferred
- Ability to work cooperatively with library staff in a team environment
- Ability to produce neat, accurate and timely work within an established timeframe
- Excellent written and oral communication skills
- Must be able to lift and push 25lbs

Responsibilities:

- Provide circulation desk services for library users of all ages
- Handle cash transactions for overdue fines, copying, and other fees
- Provide general information to all library users, as requested, and actively promote library services and programs
- Lead or assist with circulation tasks in assigned areas
- Assist with reshelving of materials, as needed
- Perform other duties and responsibilities as assigned

Reports to the Circulation Supervisor

Application required & available at <http://whitelakelibrary.org/whitelake/staff.asp>

Send application to: Kim Sharp, Circulation Supervisor

White Lake Township Library

7527 E. Highland Road

White Lake, MI 48383

Or email to: [ksharp@whitelakelibrary.org](mailto:ksharp@whitelakelibrary.org)

Deadline: April 23, 2012