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Part-time Library Clerk I

The Liverpool Public Library is seeking a confident, efficient and customer service-oriented part-time Library Clerk I.

Hours:

Scheduling will be done in advance and will include nights, weekends, and days

What you will do:

- Provide outstanding customer service to patrons in person and on the phone
- Check out and return library materials; shelve library materials
- Accurately handle patron accounts, including the processing of fines and fees
- Assist patrons with account information
- Provide information about library policies and procedures
- Assist patrons with basic technology needs related to public access computers and other electronic devices
- Assist patrons with basic reference inquiries
- Work collaboratively in a one desk model
- Maintain material displays using visual merchandising techniques
- Occasionally assist with programs led by Outreach\children's staff

Who you are:

- You are an effective communicator and active listener
- You possess excellent customer service skills
- You can work independently on assigned tasks
- You are detail oriented and organized
- You support library goals
- You support teamwork and collaboration

Requirements:

- Ability to operate standard office equipment, including cash drawer
- Familiarity and working knowledge of frequently used computer applications
- Ability to lift, lower, carry and move library materials and push book carts; ability to sit and/or stand for longer periods of time

Salary:

This position pays \$16.00 per hour

Hours:

Monday 8:30 a.m. – 2:00 p.m.
Tuesday 1:00 p.m. – 5:00 p.m.
Wednesday 1:00 p.m. – 5:00 p.m.
Every other Friday 8:30 a.m. – 2:00 p.m.
Every other Saturday 9:30 am. – 2:30 p.m.

