



# **PART TIME Position Available**

## **CIRCULATION CLERK**

**Up to 25 hours per week  
\$9.54-\$14.31 per hour DOQ**

**General Summary:** This part-time position involves the distribution of library materials and patron information at the Circulation Desk. There is no supervision of others.

### **Essential Functions and Responsibilities:**

- Registers patrons for library cards; verifies residency information, collects non-residents' fees and renews library cards.
- Processes returns of materials at Circulation Desk.
- Charges out Library materials; accepts monies for overdue fines, fees, lost book charges, used book sales.
- Checks materials received for overdues. Enters data into computer regarding fines owed, paid or other patron data to be attached to patron file or forwards this information to appropriate Circulation Clerk.
- Maintains library collection shelf order on a regular basis.
- Provides assistance with Information Services Desk or Computers when necessary.
- Performs other duties as deemed related and necessary.

### **Knowledge, Skills, and Abilities:**

- Ability to communicate effectively in English both orally and in writing.
- Friendly and customer service driven
- Ability to understand and carry out oral and written instructions.
- Basic knowledge of Windows, Internet and Microsoft Office applications
- Ability to learn new computer operations.
- Ability to exercise tact in maintaining good working relationships with the public, staff and Board.
- Ability to bend, lift, and stoop to retrieve library materials.
- Ability to stand and walk for extended periods of time (15 minutes or more).
- Ability to travel to local, state, regional and national meetings and conferences.

### **Education, Experience, and Training:**

- High school graduate with a minimum of one-year work experience. Previous library experience a plus.

### **Position Hours:**

- This is a part-time position, non exempt position; must be available to work weekdays, one evening minimum and weekend rotations. Hours will be dependent on library needs.

**DEADLINE: Friday, January 18, 2019**

Please fill out employment application and forward to  
Sheila Adams, Circulation Manager

adamss@glpld.org    708-758-0090    708-758-0106 fax



Public Library District

# Application for Employment

EQUAL OPPORTUNITY EMPLOYER

## Personal Data

Date:

Name (last, first, middle)

Address

City

State

Zip Code

Home Phone ( )

Message Phone ( )

If employed, can you provide proof of authorization to work in the U.S.?

Yes  No

Position(s) applying for:

Referred by  Ad  Friend  Relative  Other

## Employment History

Begin with most recent employer. Attach additional sheet if needed.

1. Employer

Dates of Employment

Address

Phone ( )

Ending Wage

Title/Duties

Manager's Name

Reason for Leaving

2. Employer

Dates of Employment

Address

Phone ( )

Ending Wage

Title/Duties

Manager's Name

Reason for Leaving

3. Employer

Dates of Employment

Address

Phone (     )

Ending Wage

Title/Duties

Manager's Name

Reason for Leaving

### Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:

### Education Record

#### High School/College

Address

Did you graduate?     Yes     No

College/University

Address

Degrees or Diplomas

Years attended 1 2 3 4

#### Trade or Technical Training

Address

Degrees or Diplomas

#### Graduate School

Address

Degrees or Diplomas

Years Attended 1 2 3 4

**Personal Data**

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Have you been employed at the library before?     Yes     No

May we contact your current employer?     Yes     No

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**Work Availability**

Please note the days and times you are available to work. Library staff are scheduled to work as early as 8:30 am Monday through Saturday, 12:30 on Sundays, and as late as 9:15 pm Monday through Thursdays, and 5:15 pm Friday, Saturday and Sunday. Sunday hours are from September thru May. There are times where staff will be required to work special events for the library.

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**Applicant's Signature**

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I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

I also certify that if I am chosen as a candidate for an open position, the library will perform a background check before I am to begin employment. The background check may contain public record information which may be requested including, but not limited to: consumer credit, criminal records, civil cases in which I have been involved, driving history records, current motor vehicle insurance coverage information, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others.

I also certify that I understand that these reports may include experience information along with reasons for termination of past employment. I also acknowledge and understand that information from various federal, state, local and other agencies which contain information about my past activities will be requested, and that a consumer report containing injury and illness, drug testing, or other medical records and medical information. I also certify that I may not be become employed at the library if any of these reports come back as negative and not in the best interest of the library.

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_