



CLASSIFICATION: Support Staff (P.T. – 20 hours)

POSITION TITLE: Library Clerk

MAJOR RESPONSIBILITIES: Performs public service work with guests and other library work as required.

ILLUSTRATION OF KEY DUTIES:

1. Provides quality customer service while performing circulation desk functions, such as checking in and checking out materials, registering patrons and collecting fines.
2. Answers and routes incoming telephone calls.
3. Processes and withdraws library materials.
4. Assists in public service areas answering guests' questions.
5. Sorts and routes mail, books, periodicals, and other library materials.
6. Assists patrons with the operations of library computers and equipment.
7. Displays professional business decorum in all interactions with guests and fellow staff.
8. Performs other related work as required.

STARTING WAGE: \$16.19 per hour

HOURS: Daytime, some evening and weekend hours

EDUCATION AND EXPERIENCE:

1. High school diploma.
2. Customer service experience.
3. Keyboarding and general office experience.
4. Library work experience preferred.
5. Fluency in second language preferred.

START DATE: June 2025

APPLICATION DATES: Preference given to applications received by May 2, 2025

SUBMIT APPLICATIONS TO: Amanda Paffhausen, Director of Circulation Services
Willard Library
7 W. Van Buren Street
Battle Creek, Michigan 49017
apaffhausen@willardlibrary.org

EQUAL OPPORTUNITY EMPLOYER

04/2025