



Filing Deadline: Friday, December 1, 2017

**City of Coeur d'Alene
Equal Employment Opportunity
Part-Time Library Clerk**

Description: Performs a variety of general library and clerical tasks related to such activities as circulation and assisting patrons. The position is under the direct supervision of the Circulation Manager and Youth Services Supervisor. The principal duties of the position are performed in a general office environment.

Wages/Hours Worked: Starting hourly wage is \$13.32 per hour, 20 hours per week, may include mornings, afternoons, evenings and weekend hours. Successful candidate may be required to adapt to future schedule changes depending on library needs.

Benefits: This is a non-benefited position other than pro-rated vacation and sick leave accruals and membership into PERSI (State Retirement).

Acceptable Experience and Training: High school diploma or GED equivalency or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Knowledge, Skills and Abilities

Knowledge of:

- Standard public library procedures;
- Dewey Decimal system;
- Library of Congress system.

Ability to:

- Listen and interpret patron requests;
- Answer telephones and provide information regarding the library and its services;
- Operate a computer system used for lending books and library materials;
- Operate a personal computer using program applications appropriate to assigned duties;
- Operate a variety of office equipment;
- Learn and apply collection policies and procedures;
- Work evenings and/or weekends.
- Perform several tasks simultaneously.

Preferred Experience: Previous customer service experience desired and experience working in a Library setting is preferred.

Examples of Work

Essential Duties and Responsibilities

- Assists patrons with locating materials;
- Performs main circulation tasks such as checking materials in and out to patrons using the library's automated computer system.
- Performs a variety of clerical duties;
- Performs data entry;

- Processes damaged and overdue materials;
- Checks in newspapers and magazines.
- Collects money for fines and miscellaneous library charges.
- Places items on reserve.
- Prepares materials and bins for courier.
- Answers basic questions.
- Retrieves and shelves library materials from book drops.
- Runs reports, processes overdue and holds notices, pulls materials for holds.

Other Duties and Responsibilities

- Performs other related duties as required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee communicate effectively on the telephone and in person;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to sort and catalog a variety of books, written documents and materials;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to bend and stretch repeatedly and to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to sit at a computer for long periods of time, and lift or move at least 50 pounds.

APPLICATION PROCEDURE: Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814 no later than 5pm, Friday, December 1, 2017. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

THE CITY OF COEUR D'ALENE INVITES APPLICATIONS FROM ALL QUALIFIED INDIVIDUALS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE, OR DISABILITY