

**FULL-TIME LIBRARY ASSISTANT I/CLERK I
JOB INFORMATION**

POSITION AVAILABLE AT: **Sedalia Branch**
Boonslick Regional Library
219 West 3rd Street
Sedalia, MO 65301

WORK SCHEDULE:

40 hour work week full-time

Monday	9:00 a.m. - 6:00 p.m.
Tuesday	9:00 a.m. - 6:00 p.m.
Wednesday	9:00 a.m. - 6:00 p.m.
Thursday	9:00 a.m. - 7:00 p.m.
Friday	Day off
Saturday	9:00 a.m. - 5:00 p.m.

DUTIES AND RESPONSIBILITIES:

Performs shelving duties (putting items in proper place); assist patrons; working knowledge of Microsoft Office or equivalent software applications; aid patrons in locating materials; clerical and general circulation duties; circulation/public services; use computer to: help and instruct patrons on how to locate materials using the Public Access Catalogs, Internet and through the BRL on-line connection; access collection and circulation information; check in and out materials; provide a welcoming library for patrons to enjoy; and additional duties as required under the supervision of the branch supervisor.

QUALIFICATIONS:

High school diploma or GED required; some college preferred; outstanding customer service skills a must; ability to meet the public with eagerness, sincerity, and diplomacy; professional; highly organized; attention to detail; ability to work independently and accurately; must be self-motivated; a desire to become familiar with computers, reference tools, and all other library materials in order to best serve the public; ability and willingness to participate in a TEAM environment a must; cooperative attitude to work with other employees and under supervision.

SALARY:

Starting salary is **\$10.45 per hour**. This is a salaried position. Salaries **paid monthly** by a direct deposit system.

BENEFITS:

Social Security; Worker's Compensation; Vacation (80 hours after completion of first work year and successful completion of Introductory Period); Sick leave (8 hours per month - indefinite accumulation); 12 paid Holidays (library closed); 8 hours paid Personal Leave per year; Dental, Long-Term Disability, and Life Insurance benefit after first 6 months.

POSITION AVAILABLE: Immediately.

APPLICATION DEADLINE: Until position is filled.

If you are selected we will contact you to set up an interview time. Please leave a cell/telephone number on your application where you can be reached. All interviewed applicants will receive notification regarding the completion of the job search.