

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

**POSITION AVAILABLE AT:**     **Boonville Branch**  
Boonslick Regional Library  
618 Main Street  
Boonville, MO 65233

**WORK SCHEDULE:**

23 hour work week part-time (work day may vary)

Wednesday	9:00 a.m. - 6:00 p.m. (one hour lunch)
Friday	9:00 a.m. - 6:00 p.m. (one hour lunch)
Saturday	9:00 a.m. - 5:00 p.m. (one hour lunch)

**DUTIES AND RESPONSIBILITIES:**

Assist patrons; provide assistance and minimal patron training using computers/phone and other library resources and equipment; performs shelving duties (putting items in proper place); 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 website; access collection and circulation information; check in and out materials; library programming for various age groups; 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; library programs; ability and willingness to participate in a TEAM environment a must; cooperative attitude to work with other employees and under supervision; provide assistance using computers and other library resources and equipment.

**SALARY:**

Starting salary is **\$11.45 per hour**. This is a salaried position. Salaries **paid monthly** by a direct deposit system.

**BENEFITS:**

Social Security; Worker's Compensation; Vacation (46 hours after completion of first work year and successful completion of Introductory Period); Sick leave (4 hours per month - indefinite accumulation); 12 paid Holidays (library closed); 4 hours paid Personal Leave per year.

**POSITION AVAILABLE:** Immediately.

**APPLICATION DEADLINE:** Position open until filled

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