

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

**POSITION AVAILABLE AT:**     **Cole Camp Library**  
                                      **701 West Main**  
                                      **Cole Camp, MO 65325**

**WORK SCHEDULE:**

20 hour work week part-time

Monday	Closed	
Tuesday	9:30 a.m. - 6:00 p.m. (one hour lunch)	7.5 hours
Wednesday	Off	
Thursday	9:30 a.m. - 6:00 p.m. (one hour lunch)	7.5 hours
Friday	Closed	
Saturday	9:00 a.m. - 2:00 p.m.	5 hours
Sunday	Closed	

**DUTIES AND RESPONSIBILITIES:**

Provide excellent customer i.e. assist patrons; provide assistance and minimal patron training using computers/phones and other library resources and equipment; perform 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; experience and comfort using computers: email, 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; must have great computer skills, ability to work independently and accurately; must be self-motivated; use reference tools and all other library materials 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:**

The starting salary is \$14.00 per hour. This is a salaried position. Salaries are paid monthly through a direct deposit system.

**BENEFITS:**

Social Security; Workers' Compensation; Vacation (40 hours after completion of first work year and successful completion of Introductory Period); Sick leave (4 hours per month - indefinite accumulation); 13 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.