FULL-TIME LIBRARY ASSISTANT I/CLERK I
JOB INFORMATION

POSITION AVAILABLE AT: **Warsaw Branch**
Boonslick Regional Library
102 East Jackson
Warsaw MO 65355-3393

WORK SCHEDULE:
40-hour work week full-time

Monday, Tuesday	9:00 a.m. – 5:30 p.m. (1/2 hour lunch)
Wednesday	Day off
Thursday, Friday, Saturday	9:00 a.m. – 5:30 p.m. (1/2 hour lunch)
Sunday	Day off

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 $17.00 per hour. This is a salaried position. Salaries are paid monthly via direct deposit.

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); 13 paid Holidays (library closed); 8 hours paid Personal Leave per year; Dental, Long-Term Disability, Life Insurance after six months.

POSITION AVAILABLE: Immediately.

APPLICATION DEADLINE: Position open until filled

If you are selected, we will contact you to schedule an interview. 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.