

Library Clerk-- part-time, year-round position

The Pauline Haass Public Library is seeking individuals to fill two openings for a part-time Library Circulation Clerk. The successful candidate will have a minimum of a high school diploma or GED; have up-to-date basic computer skills; truly enjoy providing excellent customer service; show strong attention to detail; possess a strong work ethic; adapt readily to changing services and procedures; project a cheerful, friendly outlook; take initiative; work diplomatically with others, and desire to be an active participant in this organization.

Circulation work primarily involves greeting and assisting customers; checking out and checking in materials; answering and routing telephone calls for all departments; processing late fees and damages; and assuring that materials are returned to the shelves in a timely manner. This work requires a great deal of standing time.

Each available Library Clerk position averages 15 hours/week. Schedule includes daytime, evening and weekend hours (see below). This is a year-round position. Benefits include sick leave, some holidays, and professional development opportunities. **This position does not qualify for health insurance coverage.**

Position 1

Tuesdays (all):	3:00 p.m. – 8:15 p.m.
Thursdays (all):	9:00 a.m. – 2:30 p.m.
Every fourth Friday:	9:00 a.m. – 5:15 p.m.
Every fourth weekend:	Sat. 9:00 a.m. – 4:15 p.m. AND Sun. 12:30 p.m. – 4:15 p.m.

Position 2

Wednesdays (all):	9:00 a.m. – 3:00 p.m.
Thursdays (all):	3:00 p.m. – 8:15 p.m.
Every fourth Friday:	9:00 a.m. – 5:15 p.m.
Every fourth weekend:	Sat. 9:00 a.m. – 4:15 p.m. AND Sun. 12:30 p.m. – 4:15 p.m.

Summer hours differ slightly from school year hours (only open Saturdays, shorter hours).

Starting wage: \$14.70/hour

Please review the job description for this position completely before filling out the application.

Return the application *with a cover letter that discusses your job qualifications and why you are interested in this position.* You may attach a resume if you have one, but the application must be fully completed regardless. Questions may be directed to Jennifer Steffes, Circulation Manager, at 262-246-5180.

Applications will be reviewed on a rolling basis and the positions will be open until filled. Priority will be given to candidates who apply before May 26, 2023.

Please email all applications materials to jobs@phpl.lib.wi.us or mail to:

Pauline Haass Public Library
Attention: Jennifer Steffes
N64W23820 Main Street
Sussex, WI 53089