



Job Opening

Job Title: Part-Time Library Clerk

Pay Rate: \$15.15/hr. (Grade 2)

Department: Library, City of Craig

Date Posted: December 16, 2021

Position Summary

Under the Library Director, the part-time Library Clerk performs a wide variety of general library work in technical and/or public services to assist patrons and with the daily operational needs of the library. These duties may include cataloging, processing, circulation, shelving of library materials, research and reference assistance, and related duties as assigned.

Qualifications

- High school diploma or equivalent preferred.
- Possess working knowledge of office practices and procedures.
- Possess working knowledge of proper English grammar, vocabulary, and spelling.
- Ability to type and operate a computer quickly and accurately.
- Possess computer skills including Windows software and some networking experience.
- Possess knowledge of library methods and procedures including books and authors.
- Ability to analyze situations accurately and to adopt an effective course of action.
- Ability to provide quality customer service in a courteous and tactful manner.
- Ability to establish effective working relationships with co-workers.
- Must be able to pass Drug test.

Position Information

This is a part-time, hourly position through the City of Craig.

Applications

Complete job description and applications are available at Craig City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall. Interviews will begin as soon as possible.

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