

Mifflin County Library

**Position Vacancy**

**Clerk II**

Part Time (28 hours per week, includes night and weekend hours)

\$10.40/hour start

\$11.40/hour after successful probationary period

\*Library Clerk II provides direct service to library patrons and visitors and is responsible for duties related to the daily operation of the Circulation Department.

Provide exemplary customer service

Assist patrons in finding the materials and/or services that they need/want

Be proficient in using the integrated library system to issue/update memberships, collect monies for late/damaged materials and fee based services, reserve items, check in and out materials, and any modules of the Library Corporation's software

Know and be able to tactfully convey current library policy and procedures

Answer the phones, send faxes, make copies

Help patrons with the public access computing and software usage

Assist patrons with one-on-one Kindle, Nook, or iPad instruction

Knowledge of branch operations and ability to substitute at any of the facilities for staff emergencies/vacations/illnesses

Shelve materials and shelf read collection

Attend workshops, webinars and trainings to update skills, network and learn about new trends, issues, and best practices

Participate in community outreach events as needed

Other duties as assigned may include but are not limited to:

\*Processing new materials- covering dust jackets, labeling, etc.

\*Creating displays

\*Short term projects such as mailings, list creation

\*Writing press releases for the newspaper

**Minimum Qualifications**

Must be 18 years or older

High School diploma or GED

Knowledge of computer software and ability to perform basic hardware troubleshooting

Exemplary oral and written communication skills, including but not limited to, MS Word, Excel, PowerPoint, Publisher and Google electronic mail/calendar

Valid driver's license and reliable transportation

Must be able to lift/push 20 pounds; must be able to stand for a length of time

Must pass criminal background and child abuse history clearance checks

Must be willing to work a flexible schedule that includes night and weekend hours

Interested candidates should provide a letter of interest and resume to

Susan Miriello, Assistant Library Director,

[smiriello@mifcolib.org](mailto:smiriello@mifcolib.org)