



**JOB OPENING: Library Assistant I / Circulation Clerk (part-time)**

**Hours:** This position will average 20 hours per week, including days, evenings, and rotating Saturdays. Flexibility in scheduling is required.

**Wage:** \$13.00 per hour. Includes paid Holidays, sick time, and some personal hours

The Marshall Community Library is accepting resumes for a part-time Circulation Clerk. The ideal candidate for this position is a friendly, dependable, and flexible team player; will have strong customer service and organizational skills; will have the ability to communicate positively and effectively; will be tech-savvy, or able and willing to learn new technology; and be committed to the goals of library service.

Job duties include assisting customers by locating materials, checking materials in and out, registering customers for new library cards, helping customers with faxing, scanning, printing, and web-based computer applications, answering the phone, sorting and preparing materials for delivery, emptying book drops, shelving materials, and other library projects as needed.

**Qualifications and Requirements:**

- High School Diploma or GED is required.
- General knowledge and use of the public library.
- Ability to interact courteously with the public.
- Intermediate computer skills and general office experience are required.

**How to Apply:**

Deliver resume and cover letter to the library or email it to the Library Directory, Callie Armstrong, [c.armstrong@marlib.org](mailto:c.armstrong@marlib.org)

Complete listing of job duties, additional qualifications, and requirements may be found in the position description.

The position description is available at the Marshall Community Library, 605 Waterloo Rd., Marshall, WI 53559, and on the library website at [www.marlib.org/employment](http://www.marlib.org/employment).

Resumes will be reviewed on a rolling basis, and preference will be given to those received by the end of the day on **Friday, December 8<sup>th</sup>, 2023**. The position will remain open until filled.

***Please apply early.***

The Marshall Community Library is an equal-opportunity employer and is committed to promoting diversity, equity and inclusion in all aspects of employment. We encourage qualified candidates from all backgrounds to apply.