

**QUINCY PUBLIC LIBRARY
QUINCY, ILLINOIS 62301**

POSITION OPEN

CLASSIFICATION: Clerk

DEPARTMENT: Collection & Delivery Services

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Assists acquisitions clerk in the entering and receiving of materials; receives material orders; creates work slips; prepares new materials for public use; assesses damage and repairs materials; discards library materials; monitors and orders supplies for department; and maintains process documentation.

QUALIFICATIONS:

High school diploma or GED. Demonstrated computer/keyboarding experience required. Able to lift, push, pull, and/or carry moderate to heavy materials. Be able to work well with others, reliable, self-motivated, and possess good communication skills.

RATE OF PAY: \$11.50 per hour

HOURS: Part-time, approximately 20 hours per week with a varying schedule, including days, evenings, and weekends.

APPLICATION FORMS AVAILABLE AT:

Quincy Public Library
Administrative Office
526 Jersey Street
Quincy, IL 62301

The Library is an Affirmative Action / Equal Opportunity Employer
Posted May 6, 2019