

**QUINCY PUBLIC LIBRARY  
QUINCY, ILLINOIS 62301**

**POSITION OPEN**

**CLASSIFICATION:** Clerk

**DEPARTMENT:** Information Services

**DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

Responds to patron inquiries for information and assistance in-person, over the telephone, and through mail and email. Performs limited Readers Advisory service. Assists patrons with resource searches, ILL requests, and use of library equipment; researches genealogy requests for newspaper articles from patrons. Maintains Reference periodical and newspaper collections; checks in and files Illinois documents; annually weeds Illinois documents collection and routinely weeds newspapers and periodicals; copies, scans, and files newspaper articles for vertical files; maintains a digital list of contents housed in vertical files; shelves reference materials and maintains neatness of collection; assists in shutting down computers and other equipment at closing time, and turning them on if scheduled at opening time. Monitors coin-ops on public equipment, counting income and restocking change weekly. Distributes mail for Information Services Area. In the absence of the Interlibrary Loan Specialist, performs some duties of that position. Performs other duties relevant to the position as assigned.

**QUALIFICATIONS:**

High school diploma or GED required. Associate Degree or 35+ hours of college credit preferred. Library experience or customer service experience preferred. Excellent oral and written communication skills. Clean driving record and valid driver's license required.

Knowledge of personal computers and related hardware, electronic mail, Internet, office software, and document imaging. Ability to learn computer programs or software and use them effectively to perform duties. Skill in organizing and prioritizing multiple responsibilities within an assigned framework. Ability to work with patrons in a friendly and tactful manner. Skill in checking information for accuracy and completeness, ability to correct errors. Ability to excel as a productive and positive team member. Ability to contribute to a positive work culture that fosters excellent customer service and teamwork. Ability to use alphanumeric order.

Extended periods of repetitive hand work is required. Extended periods of using a computer or other electronic device is required. Extended periods of sitting, standing, and walking is required. Ability to lift, push, carry, and/or pull moderate to heavy materials is required.

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

The Library is an Affirmative Action / Equal Opportunity Employer  
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