

**QUINCY PUBLIC LIBRARY  
QUINCY, ILLINOIS 62301**

**POSITION OPEN**

**CLASSIFICATION:** Clerk

**DEPARTMENT:** Information Services Services

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

Assists with the operation of the public computers; answers the departmental telephone and takes accurate messages, retrieves books, or schedules computers as needed; assists patrons with computers, microfilm machines, copy machines, fax machine, and in locating materials in the Library; 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; assists with special projects in Reference or Local History areas. Performs other duties relevant to the position as assigned.

**QUALIFICATIONS:**

High school diploma or GED required. Associate Degree 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.

**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 03/31/21