

**QUINCY PUBLIC LIBRARY  
QUINCY, ILLINOIS 62301  
POSITION OPEN**

**CLASSIFICATION:** Clerk

**DEPARTMENT:** Collection & Delivery Services

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

Withdraws deselected library materials from the catalog; participates in special cataloging, cleanup, or reclassification projects, checks and sorts delivered materials and receives in automated system; processes materials for patron use; repairs library materials; monitors and orders supplies for department.

**QUALIFICATIONS:**

High school diploma or GED required. Demonstrated computer/keyboarding experience required. Ability to lift, push, pull, and/or carry moderate to heavy materials. Extended periods of repetitive hand work, sitting, standing, and walking are a part of this position.

Be able to work independently or as part of a team, reliable, self-motivated, and possess good communication skills. Ability to adapt to evolving technology. Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor. Ability to complete detailed work accurately efficiently, and on time with minimal supervision. Ability to plan, organize, and prioritize work assignments. Must have a service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the Library.

**RATE OF PAY:** \$12.30 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