

**Lake County Public Library**  
**Job Announcement: Desk Clerk I**

Position Title: Desk Clerk I  
Hours: 13 hours/week; Friday & weekends  
Status: Non-exempt  
Wage: \$11.75/hr

**Job Description:**

Lake County Public Library is seeking a Desk Clerk to work Fridays and weekends between September and May, and Fridays and Saturdays in the Summer (we are closed on Sundays in the Summer). The Desk Clerk works in the circulation department and assists patrons in several ways including, but not limited to, finding library materials, answering general inquires, and helping with public computer usage. The Desk Clerk also shelves books using the Dewey Decimal System and processes new books. Others duties as assigned.

**Language Skills:**

Bilingual in English and Spanish is preferred.

**Education Requirement:**

High School Diploma or equivalent required; Associates Degree or higher preferred.

**Required Experience/Knowledge**

A successful candidate must:

- Have the ability to provide excellent services to patrons;
- Have the ability to promote the Library's mission and values;
- Be flexible and actively support change in order to meet strategic goals and objectives;
- Have excellent verbal and written communication skills;
- Be able to maintain effective relationships with patrons, coworkers, and staff at all levels;
- Have the ability to effectively use computer applications, including Microsoft Office, Internet browsers (Chrome, Firefox, etc.), along with standard office equipment.

This is a part-time position, paid hourly, with no benefits except social security, no earned leave or sick leave.

Please send cover letter and resume to Tami Hicks: [tami@lakecountypubliclibrary.org](mailto:tami@lakecountypubliclibrary.org)

Deadline: October 9, 2018