



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

Position Title: Desk Clerk I

Hours:

- Sept – May: 14 hours; Thursday afternoons, Saturday & Sunday afternoons
- June – Aug: 10 hours; Thursday and Saturday afternoons

Status: Non-exempt

Wage: \$13.50/hr bilingual candidate; \$12.00/hr non-bilingual candidates

Job Description:

Lake County Public Library is seeking a Desk Clerk to work Thursday, Saturday and Sunday afternoons, and some weekday afternoons/evenings as a substitute when needed. The library is 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, carrying out circulation duties, finding library materials, answering general inquires, and helping with public computer usage. The Desk Clerk also shelves books 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

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 the library's strategic goals and objectives;
- Have excellent verbal and written communication skills;
- Be able to establish and maintain effective relationships with patrons, co-workers, 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;
- Have the ability to guide and assist patrons in using computer applications.

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

Application deadline: March 30, 2020

Please include cover letter, resume, and three references. Please apply online

Lake County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, creed, religion, sex, nation origin, sexual orientation, disability or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request.