



EMPLOYMENT OPPORTUNITY

Part-Time Passport Acceptance Agent and Library Clerk

The Sinking Spring Public Library seeks an enthusiastic, friendly and service-oriented part-time U.S. passport acceptance agent and library clerk. This employee will act as a certified passport acceptance agent and will perform all duties related to processing U.S. passports including scheduling of appointments and maintaining records.

Primary Responsibilities: Passport agents perform all duties related to processing passport applications including scheduling of appointments and maintaining records.

Library assistant duties include but are not limited to the checking in and out of library materials, processing of overdue and holds notices, assisting patrons with computers, general reference and Reader's Advisory, collecting materials from the bookdrop, emptying shipments, shelving and shelf reading and other duties as assigned by the Director.

Work typically requires physical effort in the handling of materials, boxes or equipment and may also require standing for extended periods of time as well as reaching, bending kneeling and using a stepladder.

Hours: 20-25 hrs. per week to start, with the possibility of expanding hours in the future. Schedule consists of late afternoon/evenings Monday through Thursday, Friday mornings/afternoons and at least 2 Saturdays per month or other hours as assigned by the Director. Flexibility to fill in as needed is a must.

Starting Salary: Salary is \$9.00/hr. for library clerk hours and \$12.00/hr. for passport processing and related work

Qualifications: High school diploma or equivalent required. Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Criminal Background Check and Mandated Reporter training, all required to be completed before start date.

Training and certification as a passport acceptance agent will be provided by the Library.

Passport acceptance agents must be a U.S. citizen or a U.S. non-citizen national and 18 years of age or older.

We are looking for individuals with a strong commitment to providing excellent customer service. The ideal candidate must work well individually and as part of a team. Applicants must possess above average computer skills including a familiarity with Microsoft Word, Excel and general Internet usage. Excellent writing, speaking and listening skills and an attention to detail are required.

Interested candidates should mail, e-mail or deliver a resume, three references and the clearances to:

John Nelka, Library Director
Sinking Spring Public Library
3940 Penn Ave.
Sinking Spring, PA 19608
sspl@berks.lib.pa.us

The Sinking Spring Public Library is an Equal Opportunity Employer