



## HAMBURG PUBLIC LIBRARY

The Hamburg Public Library seeks a part-time Library Clerk to join our small staff. This is a part-time 15-20 hours per week position starting at \$8.50 per hour with a \$0.50 increase after a 6 month probationary period.

### Candidates must:

- Be able to work some Saturdays and evenings each month and maintain a predictable work schedule
- Be passionate about providing good customer service
- Be self-motivated and reliable
- Possess basic computer skills
- Be open-minded, adaptable, and ready to learn

### Job Duties

- Complete duties at the Circulation Desk, including check in, check out, issuing new library cards, shelving library materials, and other duties as needed
- Greet and assist library patrons with a welcoming demeanor
- Assist patrons on the computer and with printing, copying, scanning, and faxing
- Assist other staff with maintaining a clean and organized facility
- Assist the director with other projects as needed

### Qualifications

- This is an entry level position, but previous experience in a public service environment is a plus.
- High School Diploma or equivalent
- Must have the following three clearances prior to the start of employment: PA Child Abuse Clearance, PA Criminal Record Check, and FBI Criminal Background Check

Physical demands include frequent standing, bending, crouching, squatting and twisting of upper body, in addition to carrying, pulling, holding, and reaching.

Hamburg Public Library is an equal opportunity employer and will make reasonable accommodations to ensure access to everyone.

Email a resume with three professional references to:

[hamburgpl@berks.lib.pa.us](mailto:hamburgpl@berks.lib.pa.us)

Attn: Chelsea Williams