



## **Part-Time Position Opening: Passport Acceptance Agent & Library Assistant**

**Starting salary:** \$12.00 an hour plus bonus pay per passport processed.

**Weekly Hours:** 10-17

**Expected Schedule:** 2 nights a week & 4 Saturdays a month.

**Clearances Required:** Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal History Clearance, Federal Bureau of Investigations (FBI) Criminal History Clearance.

Please have three professional references ready to submit at the time of your interview.

The Sinking Spring Public Library is seeking a service-oriented, outgoing, and enthusiastic library assistant to work at the circulation desk. This position will also be required to be trained to become a U.S. passport acceptance agent. 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. The work schedule is 10-17 hours per week which includes at least 2 evenings and 4 Saturdays per month. Other hours may be requested. Day time flexibility is a must. Bilingual speakers are highly preferred. This is a year-round long term permanent position.

### **Essential Functions:**

- Process passport applications (once probationary period is over and training has been completed.)
- Assist patrons in making appointments for passports, after required training.
- Take passport photos.
- Welcome and assist all patrons in using the library and its resources.
- Provide excellent customer service and work associated with fulfilling patron needs, including registering new patrons, check-ins, check-outs, and handling reserved materials at the circulation desk and over the phone.
- Help with processing daily deliveries of materials.
- Assist patrons with computer issues.
- Assist patrons with printing, copying, scanning documents.
- Assist with mending books, cleaning discs, and other collection maintenance tasks.
- May assist with Inter-library Loans, Serials processing, Item processing.
- Assist in cleaning of the library. Duties may include dusting, vacuuming, wiping down surfaces, putting away toys, and cleaning restrooms.
- Completes 3 continuing education credits per year.
- Assist with opening and closing duties. Being capable of counting the cash drawer.
- Other duties as assigned by the Director and Assistant Director.



**Qualifications:**

- High school diploma or equivalent.
- Applicants must be at least 18 years of age.
- Bilingual candidates highly preferred.
- Experience as library worker or volunteer preferred.
- Experience with use of computers and office equipment required.
- Evening and weekend availability. New hires are subject to fingerprinting and background checks upon acceptance of an offer of employment.

**Physical Requirements:**

While performing the duties of this job the employee: may be frequently required to move and/or lift materials up to 25 pounds and push a loaded book truck weighing up to 100 pounds; regularly required to stand for extended periods of time, walk, bend, kneel, crawl, reach, climb, balance, and sit; operate a keyboard at efficient speed and typical office equipment, including computer hardware; regularly required to talk and/or hear; use hands to operate objects, tools, or controls; and reach with hands and arms. Occasionally required to attend off-site training. Occasionally exposed to outside weather conditions.

Resumes will be accepted until the position is filled. Contact us by phone for our email.

Candidates should deliver, mail, or e-mail a resume, three professional references, and clearances to:

Wenonah Riegel, Library Director  
Sinking Spring Public Library  
3940 Penn Ave  
Sinking Spring, PA 19608  
[sspl@berks.lib.pa.us](mailto:sspl@berks.lib.pa.us)

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