



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

**Starting salary:** \$11.00 an hour plus bonus pay per passport processed.

**Weekly Hours:** 12 – 20

**Expected Schedule:** 2-3 nights a week & up to 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.

The Sinking Spring Public Library is seeking a service-oriented and enthusiastic part-time library assistants to work at the Circulation Desk. This position will also be required to be trained to become a U.S. passport acceptance agent. The work schedule is 12-20 hours per week which includes at least 2 evenings and up to 4 Saturdays per month. Other hours may be requested. Flexibility is a must. This is a long term, year round position. Library experience is preferred but not required. Bilingual speakers are highly preferred.

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.

**Primary Responsibilities:** Check in/out of library materials, overdue/holds notices, assisting patrons with computers, general reference and Reader's Advisory, collecting materials from the bookdrop, emptying shipments, shelving and shelf reading, all aspects of Passport Agent duties including processing passport applications, scheduling of appointments, taking passport photos and other duties as assigned.

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. Employee may be asked to fulfill additional duties assigned by the Library Director and/or Library Board of Trustees as needed.

**Requirements:** High school diploma or equivalency required. Applicants must be at least 18 years of age. Applicants must have the following three clearances prior to their start date: PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background Check.

Resumes will be accepted until the position is filled.

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)

*Updated 08.08.2022*