

Sinking Spring Public Library

3940 Penn Ave., Sinking Spring, PA 19608

www.berks.lib.pa.us/sss

Part-time Library Assistant/Passport Acceptance Agent Position Available

The Sinking Spring Public Library is seeking a service-oriented and enthusiastic part-time library assistants to work at the Circulation Desk. These positions will also be required to be trained to become a U.S. passport acceptance agent. The work schedule is 20-25 hours per week, at least 2 evenings, some Fridays during the day and at least 2 Saturdays per month.

Other hours as needed. Flexibility is a must.

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.

Library experience preferred.

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 processing passport applications including 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.

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.

Starting salary: \$9.00/hr. plus bonus pay per passport processed.

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