



**Fox Lake District Library**  
255 E. Grand Avenue  
Fox Lake, Illinois 60020  
[www.flib.org](http://www.flib.org)

**Position:** Part-time Circulation Clerk I

**Position Overview:** Under the administration of the Circulation Services Manager. Candidates should have excellent customer service skills, ability to work well in a team environment and be detail oriented.

**Duties & Responsibilities:**

- Provides consistent courteous and friendly service to library patrons
- Check library materials in and out
- Issuing and renewing library cards for patrons
- Processing patron holds
- Assist patrons with the copy machine and library catalog use
- Sorting and distributing mail
- Implementation and knowledge of circulation policies and procedures
- Sorting and shelving of library materials
- Perform clerical duties such as typing and filing
- Safeguarding patron privacy; handles patron financial and account matters with discretion
- Accurately collecting and recording fines and fees
- Maintain the appearance and order of the circulation desk and office, the new book collection, the periodical collection and the audiovisual collection
- Other duties as assigned

**Requirements:**

- Ability to maintain attention to detail while performing repetitive tasks, high degree of accuracy needed
- Ability to take direction and assignments from supervisor
- Willingness to ask questions, seek clarification when needed and to accept feedback

- Maintaining a positive attitude with people from all backgrounds and abilities
- Be a self-starter
- Computer literacy along with knowledge of office equipment
- Exercise resourcefulness to achieve departmental goals

**Physical Requirements:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job.

- Ability to push book carts weighing up to 100 pounds occasionally
- May require standing for prolonged periods of time
- Ability to move and/or lift materials up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Ability to read small or fine print on library materials and forms

**Qualifications:**

- High school diploma or equivalent required
- Previous work experience in customer service strongly preferred
- Spanish fluency is a plus
- Must be available to work an arrangement of days, nights & weekends

**Hours and Wage:**

- 16 - 20 hours per week
- \$13.00 per hour

Please send cover letter, resume and professional references to  
[administration@flib.org](mailto:administration@flib.org)

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