



Fox Lake District Library
255 E. Grand Avenue
Fox Lake, Illinois 60020
www.flib.org

Position: Part-time Circulation Clerk I

Position Overview: Under the administration of the Head of Circulation Services. 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
- Collecting and recording of fines and fees is performed accurately
- Maintain the appearance and order of the circulation desk and office, the new book collection, the periodical collection and the audiovisual collection

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 setting required
- Spanish fluency is a preferred
- Must be available to work an arrangement of days, nights & weekends

Hours and Wage:

- 15.5 - 19 hours per week
- \$11.00 per hour

The Library is an Equal opportunity employer. It provides equal employment opportunities regardless of race, color, national origin, citizenship status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.