

Part Time Library Clerk

The Orangeburg Library has an opening for an energetic and service-oriented individual to join a very active Circulation Department. The ideal candidate must enjoy working with the public and possess excellent interpersonal and communication skills.

Responsibilities include but not limited to:

Assisting the public at the circulation desk;
Checking out circulating materials to patrons;
Registering new library patrons;
Maintaining and updating information on patron library accounts;
Collecting circulations fees, fines and processing transactions;
Providing patrons with directional assistance and/or directing them to the appropriate service desk for help;
Assisting patrons with the public computers, printers and copiers when necessary;
Answering and routing telephone calls;
Shelving library materials, shelf-reading and searching for items from system generated lists;
Other duties as assigned.

Minimum requirements include:

High school diploma, excellent customer service and communication skills, strong computer skills, flexibility, ability to work collaboratively with colleagues and a desire to work with the public. Physical demands of the position include standing, bending, and lifting. Previous library experience is a plus but not required.

Position reports to the Head of Circulation.

Hours: Thursday 3:00-8:00, Friday 11:30-5:00, Saturday 9:30-3:00, Sunday rotation 12:30-5:00 and substitute hours when needed.

Salary: \$16.50 per hour

Anyone interested in this position should call, mail or email a resume to:

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