



**OTSEGO DISTRICT  
PUBLIC LIBRARY**

401 Dix Street • Otsego, MI 49078 • P (269)694-9690 • F (269) 694-9129

[www.otsegoibrary.org](http://www.otsegoibrary.org)

## **JOB POSTING: LIBRARY CLERK**

Hourly: Approx. 18 hrs/wk, \$10.50/hr

*Vacation, Holiday, and Sick Pay as per the Otsego District Library Employee Handbook*

**POSITION POSTING:** June 9-23,

Position begins in July

### **STARTING SCHEDULE:**

3 Weekday Afternoons/Evenings - Closer 2-6:30 (will be later when hours extend)

Every Saturday 9:30-3:30

Additional hours may be available as needed for subbing.

Please include your availability in your application packet.

***This position is supervised by the Library Director & Assistant Library Director***

**Job Description found on back of page.**

Apply by Emailing Resume, Cover letter, and Application **as a single PDF**  
to Andrea Estelle, Library Director at:

[aestelle@otsegoibrary.org](mailto:aestelle@otsegoibrary.org)

Employment Application is available on Library Website.

Please include your availability in your application packet.

Paper/late applications will not be accepted.

***Thank you for your interest in employment at Otsego District Library!***



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## **JOB DESCRIPTION: LIBRARY CLERK**

### **Duties and Responsibilities:**

- Assists in processing and pre-processing of library materials
- Checks in materials
- Assists with weeding and deleting items
- Assists with reserves and interlibrary loan
- Waits on patrons at the circulation/reference desk, answers telephone
- Provides tech help for library's digital collection (Overdrive, Hoopla, Ancestry, Lynda, etc.)
- Assists patrons with basic computer help on the patron computers
- Supervises library pages
- Assists with library programs occasionally
- Waters indoor plants on weekly basis

### **Tasks:**

- Evaluates condition of materials upon check-in
- Answers patron questions in person and on the telephone
- Maintains professional behavior appropriate to a public setting
- Maintains library confidentiality regarding patron records
- Other duties as assigned

### **Necessary skills and abilities:**

- High school diploma required, college experience is highly desirable
- Previous library experience is highly preferred
- This position requires a friendly and helpful personality
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to interact appropriately with the public
- Ability to perform repetitive tasks accurately and efficiently
- Ability to operate a cash register, copy machine, fax machine, and laminator
- Ability to work independently and establish effective priorities
- Basic computer skills necessary: Windows operating system, Microsoft Office, ability to learn library software, ability to navigate and copy/paste from the internet, email, and assist patrons with basic internet use