



820 East Main Street - Eagle, WI 53119  
(262) 594-2800  
[www.alicebaker.lib.wi.us](http://www.alicebaker.lib.wi.us)

## **Circulation Clerks (3 part-time positions are open)**

The Alice Baker Library is seeking fun, energetic, and service-oriented individuals to join our team!

Applicants must be able to work days, evenings, and some Saturdays as scheduled. Up to 20 hours per week.

Hourly wage begins at \$9.50 per hour. May move to \$10.00 per hour after completing a 3 month probation period.

### **Supervisor: Library Director**

#### **Duties/Examples of Work:**

- Performs excellent internal and external customer service and library service in response to the information needs of library users and the overall community.
- Promotes library collections and services.
- Performs circulation desk procedures, such as checking library materials in and out, renewing items, placing items on hold, registering patrons, etc.
- Operates and uses modern office equipment and a computer.
- Performs other duties as assigned or required.

#### **Qualifications:**

- A high school diploma or GED is required.
- Demonstrated proficiency in keyboarding skills, Windows operating systems, Microsoft applications, and the Internet. Experience with Polaris preferred.
- All applicants are subject to a background check and employment is contingent on passing.

#### **Physical Demands/Working Conditions:**

- The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, this position is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; push; pull; carry; climb; stoop; bend; stretch; kneel; talk and hear.

- This position is required to remain in a standing position for extended periods of time.
- This position is required to push and pull 100 pound carts and lift objects weighing up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Work is performed inside a typical interior/office work environment.
- Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

**Application Procedure:**

Applications will be accepted until the positions are filled. Candidates submitting their application and cover letter by 9:00 a.m. on Friday, October 14 will be given first consideration. Please email application and cover letter to Director Alli Chase at [chase@eagle.lib.wi.us](mailto:chase@eagle.lib.wi.us).

All applicants must submit a completed Alice Baker Memorial Public Library Employment Application and cover letter to be considered for the position. Applications will be available in the library or from the library web site at <http://www.alicebaker.lib.wi.us>. A full job description may also be requested or found online. For more information or questions, please contact Library Director, Alli Chase, at 262-594-2800 or at [chase@eagle.lib.wi.us](mailto:chase@eagle.lib.wi.us)