

POSITION ANNOUNCEMENT

CUSTOMER SERVICE CLERK – PART TIME MEDINA LIBRARY

Medina County District Library is a mid-sized library system renowned for its great customer service, books and e-media, technology, and innovative events for all ages. We believe in giving back to the communities we serve and being THE place to gather and learn and have fun.

REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM THE FOLLOWING:

The Medina Customer Service Department is looking for a vibrant, congenial individual to provide great customer service to members and staff. Duties include but are not limited to registering new members, checking out materials, assisting members with Library equipment, collecting monies, preparing and making bank deposits, resolving problems for members, processing library materials, processing passport applications, answering telephones, serving as a receptionist welcoming members to the library and performing other clerical duties as assigned.

QUALIFICATIONS:

Candidates must possess a high school degree or equivalent and be a U.S. citizen, eligible to become a passport acceptance agent; one year experience working with the public; keyboarding skills; ability to learn computerized circulation system, perform simple calculations, use language effectively, be friendly in dealing with others, and ability to work as a team member. Customer service experience a plus.

WAGE:	\$11.07 per hour Grade 2
BENEFITS:	Prorated sick leave, vacation and other benefits based on Union contract; Public Employees Retirement System
HOURS:	Part time; 20 hours per week; flexible schedule required including some evenings, Saturdays and Sundays (<i>schedule subject to change based on needs of the library</i>)
OTHER:	Union position
SUBMIT COVER LETTER, RESUME AND APPLICATION TO:	Application available online at www.mcdl.info/employment Email to: human.resources@mcdl.info Human Resources Office Medina County District Library 210 S. Broadway Street Medina, OH 44256 FAX: (330) 722-2855
DEADLINE FOR APPLICATION:	Open Until Filled

2/15/2019