

**Library Clerk, Berlin Public Library
Berlin, WI**

The Berlin Public Library is seeking an enthusiastic, organized, and hardworking library clerk to join our friendly team.

The ideal candidate will have previous customer service or paid library work experience and will be community-oriented and friendly. This position requires heavy computer use and the clerk must quickly learn library software and a variety of office and library equipment.

The position duties include receiving library items, shelving books and other materials, checking out materials to patrons, manning the front circulation desk, answering questions from library patrons, operating copiers, printers, and other library equipment, assisting librarians with programs and displays, and other clerical and library duties.

The library clerk position requires excellent organizational skills with attention to detail, strong written and verbal communication skills, the ability to formulate and execute plans while adhering to details and deadlines, and acting as a team player.

This part-time (up to 18 hour/wk) position requires a high school diploma or equivalent and has a starting hourly pay of \$10.54. Flexible scheduling includes working one night late per week, two weekends per month and the ability to switch work hours when needed. This position does not include benefits.

If interested, please send a cover letter and a completed city application to the attention of Chris Kalupa, Library Director, at kalupa@berlinlibrary.org by Friday, April 19, 2019. No phone calls, please. The position will remain open until filled.

Thank you for your interest!