



JOB POSTING **Outreach Clerk**

The New Castle-Henry County Public Library is seeking a friendly, customer service-minded individual who is organized and detail-oriented to provide library services to outreach service patrons. This position helps establish and maintain a high standard of the library's services for the community.

Some responsibilities include:

- Perform daily in-house circulation processes, including check-in, check-out, and renewal of materials.
- Process applications for and issue new library cards.
- Sort, shelve, and file various library materials accurately according to library classification systems.
- Substitute on the bookmobile route as needed.
- Assist in the preparation and delivery of book collections to Outreach patrons.
- Assist with programming and other outreach efforts of the library.
- Keeps offices and storage areas tidy.
- Attends fairs, community events, and library outreach events as needed to promote use of the library and/or bookmobile services.

This **part-time** position requires a customer-service mindset and the ability to maintain good relations with staff and patrons in close working quarters for long periods of time. Candidates should have the ability to serve patrons of all ages, including children and the elderly, in a **patient, helpful, and courteous** manner. Candidates must have strong interpersonal, written and verbal skills and possess a good command of the English language in order to interact in a professional manner. In addition, candidates must have expertise and proficiency with computers and computer-equipment, and must be able to successfully use basic office applications and the Internet.

Minimum Requirements:

- High school diploma or equivalent.
- Good driving record and valid driver's license required.
- Library experience preferred but not required.
- Requires ability to see, speak and hear; sit or stand for an extended length of time; reach with hands and arms, occasionally climb, balance, stoop, kneel and crawl; occasionally lift/carry or push/pull up to 40 pounds.

Starting Rate: \$11.50 per hour

Hours: Part-time, 20-25 hours per week, M-F; occasional evenings and weekends for special events.