



POSITION: PART-TIME CIRCULATION CLERK
REPORTS TO: CIRCULATION MANAGER

AVAILABLE: Trains / starts immediately

QUALIFICATIONS: High School Diploma or equivalent

SKILLS NEEDED: Tact, courtesy, friendliness, accuracy and attention to details. Ability to work under pressure. Good listening and verbal communications. Read, write and perform basic mathematics. Computer skills.

MAJOR TASKS: Provide friendly circulation services to the public. Check in and check out library materials. Register new borrowers and renew library cards. Collect overdue and other fees. Monitor terminal screen during circulation and take appropriate action. Monitor the activities of the circulation desk at all times to assure prompt service to the patrons. Arrange carts and shelve items when necessary. Answer telephone and route calls. Other duties as assigned.

PHYSICAL REQUIREMENTS: The Circulation Clerk performs work requiring the exertion of up to 25 pounds of force to lift and move objects, as well as pushing carts holding 125 pounds. The job requires repetitive hand motion. The work requires walking, standing, kneeling, crouching, crawling, and reaching. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for color perception, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities.

CLEARANCES: Before beginning employment, the successful candidate must obtain the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

HOURS: average of 9.25 per week

SCHEDULE: Tuesday and Thursday evenings from 5PM to 8PM, and
Alternate Saturdays from 9AM to 4PM.
Ability to substitute for other staff as needed also a plus

COMPENSATION: \$15.00/hr.

APPLICATIONS AVAILABLE AT CIRCULATION DESK OR ON OUR WEBSITE

Township Library of Lower Southampton
1983 Bridgetown Pike, Feasterville, PA 19053
215-355-1183 • <https://lowersouthamptonlibrary.org/>