# Independence Public Library

Part-time Customer Service

Position open until filled

Salary: $10-11

Hours: 19

Description of Work

Under supervision, is responsible for circulation desk functions using an automated circulation system, shelf maintenance, periodical maintenance, basic record keeping. Assist with children, teen and adult programs. Assist in other activities as needed.

Requirements

* A high school diploma
* At least 18 years old
* Ability to follow written and oral instructions
* Ability to design displays
* Ability to learn the Dewey Decimal system and other library filing systems
* Ability to get along well with others
* Ability to perform in a fast-paced environment
* Ability to stand for extended periods, bend, lift up to 30 lbs. and climb stairs.
* Have up-to-date computer skills
* Have extreme customer service skills

Experience and Training

Experience not required. Must know the alphabet and understand decimals. Must have computer and customer service skills.

Preferred Qualifications

* Have clerical skills
* Have library experience
* Ability to perform detailed tasks with accuracy
* Ability to perform well-established routine duties
* Ability to catalog materials and enter records in a database

Please direct inquiries or send cover letter, resume and 3 references to [library@iplks.org](mailto:library@iplks.org).