**Full Time Library Clerk Position**

**Department:** Technical Services

**Job Description Summary:**

The Technical Services Clerk is responsible for a variety of procedures which include shelving library materials and preparing items for circulation.

**Responsibilities:**

* Shelving returned books and other materials in their proper places on the shelves.
* Preparing materials for circulation including covering books.
* Retrieving items for interlibrary loans.
* Assists in maintaining the library’s collection. Discarding, repairing and cleaning of materials.
* Shelf reading.
* Performs related work as required.

**Qualifications:**

* Possession of a high school diploma or equivalent.
* Projects a positive and pleasant attitude to the public and cooperates and maintains an effective relationship with other staff members as part of a team.
* Ability to gain a working knowledge of basic library methods, techniques and procedures.
* Basic computer and office equipment skills.
* Ability to understand and follow written and oral instructions.
* Detail oriented.
* Ability to organize and prioritize work.

## Good physical condition as job requires, lifting, bending, stretching, walking, standing, etc.

* Ability to alphabetize and put items in numerical order.
* Willingness to learn new tasks in a changing environment.

**Hours:** 35 hours per week, 9-5 Monday - Friday. Sundays on rotation.

**Contact:** Annmarie Davies, Head of Technical Services Department

Rogers Memorial Library

Send resume to [adavies@myrml.org](mailto:adavies@myrml.org)

or fill out an application online: www.myrml.org/jobs