



POSITION AVAILABLE

Licking County Library

Computer Area Clerk (Part-Time)

Main Library: Newark, Ohio

Under the general supervision of the Assistant Adult Services Coordinator, the Computer Area Clerk works at the computer area public service desk to assist customers in using Library materials, services, and equipment and provides basic computer services instruction.

This is a part-time position; 15 hours per week. A job offer will be conditional upon successful completion of a background check and meeting any other preconditions of employment. The successful candidate will work a varying schedule including evenings and weekends, Monday through Saturday. The successful candidate will be required to work additional hours on Sundays at the Library.

Minimum Qualifications and Principal Duties

- High School diploma or equivalent required.
- One year related work experience, or an equivalent combination of education, experience, and training.
- Valid driver's license and access to a vehicle to provide own transportation when participating in off-site library business.
- Must successfully pass a background check.

See complete job description, which is attached.

Pay Rate

The pay for this position starts at \$10.50/hour. This position is not eligible for the library's fringe benefit package.

Application Procedure

Apply online at www.lickingcountylibrary.info and click on "Careers" in the lower right hand and click on "Current Job Openings." Applications received by 5:00 p.m., **Monday, May 28, 2018** will be given first consideration. Position will remain open until filled.

Applicants should submit with online application:

- Cover Letter
- Resume

The appointment of the successful applicant will be made pursuant to Section 1.210 of the *Staff Handbook*.

The Licking County Library is an equal opportunity employer.



Main Library
101 W. Main St
Newark, OH 43055
740.349.5553



Mobile Services
101 W. Main St
Newark, OH 43055
740.349.5560



Buckeye Lake
4455 Walnut Rd
King Plaza Buckeye
Lake, OH 43008
740.928.0472



Emerson R. Miller
990 W. Main St
Newark, OH 43055
740.344.2155



Hervey Memorial
P.O. Box 512
15 North Main St
Utica, OH 43080
740.892.2400



Hebron Library
934 W. Main St
Hebron, OH 43025
740.928.3923



Mary E. Babcock
320 N. Main St
Johnstown, OH
43031 740.967.2982



24/7 Library
8660 E. Broad St
Reynoldsburg, OH
740.349.5553