**Library Clerk**

The Centerburg Public Library is seeking candidates for the position of Library Clerk.

Hours: 10-20 hours per week including evenings and weekends

Pay: $10.00/hour

Applicants must possess the following attributes:

* Minimum of 18 years old
* Ability to follow both written and oral directions
* Flexibility in scheduling
* Excellent computer and communication skills
* Dependable, self-motivated and willing to be a dedicated team member
* Able to work quickly and accurately
* Excellent customer service skills
* Ability and willingness to take on additional responsibilities such as assisting with programming, assisting with materials processing, designing and setting up displays/bulletin boards and any other task assigned by Director or Assistant Director
* Ability to lift 25# and frequently bend, stoop and stand for long periods of time

Prior library experience is preferred but not required.

Instructions for applying:

* Submit resume to [centerburglibrary.17@gmail.com](mailto:centerburglibrary.17@gmail.com)
* Stop in during regular business hours to drop off a resume
* If you prefer, stop in during regular business hours to complete an application
* References should be included with resume or application
* No phone calls
* Questions should be directed to [centerburglibrary.17@gmail.com](mailto:centerburglibrary.17@gmail.com)

Resumes and applications will continue to be accepted until a qualified candidate is found.