

# BUENA PARK LIBRARY DISTRICT

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## Employment Opportunity Part-Time Library Clerk

**Salary:** \$16.82 per hour

**Schedule:**

Approximately 18 hours per week. Evening and Saturday hours required.

**Job Description:**

Provides quality service by assisting library patrons at the Circulation Desk and Passport Application Acceptance Desk; performs a variety of circulation procedures including: charging and discharging library material, computing and collecting fees, issuing library cards to patrons, explaining library procedures, operating library switchboard, performs data entry and retrieval on a computer and related work as required.

**Essential Job Functions:**

Ability to deal courteously and effectively with the public and resolve basic Circulation and Passport application acceptance related issues; knowledge of modern office methods, procedures and equipment. Ability to perform general clerical work; index and alphabetize accurately, follow oral and written directions; type accurately at 30 words per minute.

**Minimum Job Qualifications:**

Must be over 18yrs of age, a United States Citizen and able to fulfill the duties of a Passport Application Acceptance Agent.

**Education:** High school graduation or equivalent.

**Experience:** Experience working in a customer service environment.

**Language Skills:** Ability to read and follow oral and written communications in English easily and rapidly. Ability to respond rapidly and easily in English to common inquiries in person and by telephone. Ability to shelve and file according to numerical and alphabetical order. **Ability to communicate in other languages as well as English preferred. (Spanish/English ideal)**

**Mathematical Skills:** Ability to perform basic mathematical computations.

**Physical Demands:** While performing the duties of this job, the employee is required to talk and hear at a level where communication occurs rapidly and easily. The employee is required to sit; use hands to finger, handle or feel objects; and twist and reach with hands and arms. The employee is required to stand; walk; and stoop, kneel or crouch. Book carts weighing up to 250 pounds must be pushed or pulled and strength to pick up and carry library supplies from one to ten pounds is required. Lift boxes, equipment and furniture weighing up to 50 pounds. Perform data entry and retrieval on a computer.

**Application Procedure:**

Applications are available at the Administrative Offices on the 2<sup>nd</sup> floor of the Library or on the Library website at [www.buenaparklibrary.org](http://www.buenaparklibrary.org). For further information, please contact the Administration Department at (714) 826-4100 Ext. 120 Monday through Friday 10:00 a.m. to 5:00 p.m. Applicants with disabilities who require special testing accommodations must contact Administration prior to the filing date:

**Last date to apply – Friday, September 20, 2019 at 5:00 p.m.**

Admission to competitive examinations which include a typing test and clerical test may be limited to those whose applications show the best combination of qualifications in relations to the requirements and duties of the position. New employees must provide documentation to establish both work authorization and identity. Individuals selected for employment will be required to take and pass a medical exam. The examination, which includes a drug test, is at the District's expense and conducted by a physician designated by the District.

An Equal Opportunity Employer