

## **CIRCULATION ASSISTANT**

### **Part Time position available (at Scheben)**

**Class:** LA2  
**Status:** Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individual for the part time position of Circulation Assistant. Under the general direction of the Branch Manager, the Circulation Assistant is responsible for providing outstanding customer service and library services related to the circulation of library materials to the public. The Circulation Assistant interacts extensively with the public and other staff members. This part time position (15-20 hours per week) will work days, nights and a weekend rotation.

#### **As a Circulation Assistant, a typical day may include the following...**

- Provide customer service at the public service desk
- Check library materials in and out
- Register new library customers and maintain customer accounts
- Answer questions, in person and by telephone, regarding customer accounts, library programs and services, and library policy and procedure
- Answer the telephone and direct calls
- Perform general desk duties including filing, word processing, recording statistics, and processing magazines and newspapers
- Calculate charges/fees; operate cash register
- Assist customers with copy machines and other technology

Perform related duties as assigned

#### **This job maybe a good fit for you if you have...**

High school diploma  
1-2 years customer service experience

#### **SKILLS AND ABILITIES**

Ability to deal tactfully and effectively with the public and with other staff members  
Ability to work under general supervision  
Ability to communicate effectively orally and in writing  
Ability to understand and follow oral and written instructions  
Ability to do repetitive tasks with speed and accuracy  
Ability to adhere to prescribed routines  
Proficiency with computers, the Internet and various software programs

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Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]  
Reaching, bending, kneeling and crouching to retrieve and replace library materials  
Movement throughout the facility locating/retrieving materials and assisting users for 4-8 hour shifts  
Handling and manipulating library materials; fingering pages, cards, forms, etc  
Operating computer and office equipment  
Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of font sizes and styles

**What we have to offer...**

\$ 11.95 per hour, approximately 20 hours per week plus a great working culture and flexibility.  
Also offering Dental and Vision coverage at no cost to the employee.

**Position will remain open until filled.**

**If you have the qualifications for this position, send application, cover letter and resume to:**

Human Resources Manager  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005  
E-mail: [jobs@bcpl.org](mailto:jobs@bcpl.org)  
Fax 859-689-0410