



Position: Library Substitute Clerk

This person performs a variety of tasks in the Circulation Department on a substitute basis when regular staff is unavailable.

Wage: \$10.25/hour

Schedule: Variable. Individual will be contacted to fill in for shifts available due to vacations and illness of regular staff.

Benefits: None

Primary Job Duties:

- Checks library materials out to patrons
- Updates and maintains patron records with the library database
- Collects library fines and fees
- Processes items on hold and in-transit from other libraries
- Answers basic questions in person and over the phone for the public and makes referrals to the appropriate staff member for additional assistance as necessary
- Operates office machines such as cash register and copier
- Performs related duties as required

Required Qualifications:

- High school diploma, equivalent or higher
- Minimum one year office experience
- Ability to type 45 wpm with no more than one error per 35 words.
- Desire to meet and serve the public
- Familiarity with using computers
- Able to adapt to changing procedures and situations
- Able to understand and carry out oral and written instructions
- Able to work independently and assume responsibility
- Able to operate library equipment as assigned
- Good organizational skills
- Knowledge of English language, spelling and arithmetic
- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; turning; stooping; crouching; reaching; carrying boxes of books; climbing stool; hearing; manual dexterity; pushing book carts

Starting date: ASAP. Applications must be received by Friday, April 26, 2019 by 5:00 p.m. EOE/M/F/D Please apply online at <https://www.sterling-heights.net/487/Apply-for-a-City-Job>