



VILLAGE OF PALM SPRINGS

Human Resources Office JOB POSTING

POSITION:	CIRCULATION CLERK
DEPARTMENT:	Library
SALARY:	\$7.67 per hr
TOTAL HOURS/WEEK	approx 20 hrs per week
SHIFT:	Varies
CLOSING DATE:	Open Until Filled

Library Hours of Operation:

Mon. – Thur. 9am – 8:30pm

Friday & Sat: 9am – 5:30pm

DESCRIPTION:

Employee in this class performs various routine repetitive tasks keeping the library in good order, assisting patrons and backing up other staff members. Other related assignments will be performed as required.

Candidate must possess basic computer skills, some knowledge of Library and office terminology, the ability to work well with others and deal courteously with the general public.

Must possess a HS diploma or equivalent supplemented with at least six months prior experience in customer service, or an equivalent combination of education, training and experience. EOE DFWP

The Village of Palm Springs employment application may be printed from the Village website at villageofpalm Springs.org, completed, and delivered by mail or in person, to the Human Resources office.

Apply 8:00am-4:00pm Mon-Fri at:
Human Resources, 226 Cypress Lane, 2nd Floor, Palm Springs, FL 33461

VILLAGE OF PALM SPRINGS **CIRCULATION CLERK – PART TIME**

GENERAL DESCRIPTION:

Employees in this class perform various routine, repetitive tasks keeping the library in good order, assisting patrons and backing up other staff members including routine procedures, as well as other related assignments as required.

ESSENTIAL JOB FUNCTIONS:

This is a clerical position, which involves the use of some skills acquired by experience, education, or on the job instruction. Employees must be able to recognize established priorities with minimal supervision. The duties include shelving and processing library materials, shelf reading, answering the telephone, providing assistance to patrons, processing and repairing materials, keeping back issues of magazines in order and processing overdue books. Must be able to multi-task. Works at the Circulation Desk as assigned. Follows set routines at opening and closing. Reports to the Circulation Supervisor.

JOB STANDARDS:

An employee in this class is responsible for assisting patrons and other staff members and performs other routine clerical functions as assigned, including typing and filing. Must type 35 wpm. The work is performed according to the practices and procedures of the Library Department and the Village of Palm Springs.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of library and office terminology is required. Typing or computer experience preferred or must show a willingness to learn. Employees must possess the ability to understand and follow oral and written directions as well as the ability to get along well with the public and other staff members. They must be tactful and courteous. Employees must possess the ability to speak, read and write English. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

PHYSICAL DEMANDS:

Employees in this class are required to sit, stand, reach, stoop, kneel, crouch, climb, and balance. May have to sit or stand for long periods of time. Must be able to stand for three hours, to kneel, bend, reach, stretch, climb on step stools, and stoop to reach high and low shelves. Acceptable eyesight and hearing required, with or without correction. They may occasionally move a minimum of 20 pounds and/or up to 10 pounds frequently or constantly. Must possess manual dexterity sufficient to operate a computer, copy machine, fax machine, calculator and/or other business equipment as necessary. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

EQUIPMENT:

Must possess knowledge to operate a computer, copy machine, fax machine, calculator and/or other business equipment as necessary.

EDUCATION, TRAINING AND EXPERIENCE:

A high school graduate, or G.E.D., is preferred or someone who has completed the tenth (10th) grade and is still working on a high school education. Must be able to read, write and speak English. Must be able to work well with others and to deal courteously with the general public. Must be able to perform routine duties with minimal supervision.

ENVIRONMENTAL CONDITIONS:

Employee works in air-conditioned office surroundings. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

COLLECTIVE BARGAINING AGREEMENTS: None