



Library Clerk, part-time

The Town of Snowflake, is currently looking for an individual to fill the position of part-time Library Clerk. This position provides customer service in person, via telephone, or email. The position requires a variety of clerical tasks involving circulation services and providing customer service in basic use of library equipment. Salary: \$9.50-\$10/hour with no benefits, up to 25 hours a week, any hours from 10 am to 6 pm, Tuesday through Saturday.

Minimum Qualifications:

- High school diploma or GED equivalent
- At least one year of experience in customer service
- Prior clerical work experience that demonstrates knowledge of word/data processing and procedures

Preferred Qualifications:

- Prior library experience or post-secondary education in library science, liberal arts, or a related field is desired
- Cash handling experience
- Computer skills, including working with Microsoft Office
- Ability to multitask in a fast paced environment
- Ability and desire to work with children

Only qualified, selected candidates will be interviewed.

How to Apply:

Submit a town application to Cathie McDowell, Library Director, Snowflake-Taylor Public Library, 418 S. 4th W., Snowflake, AZ 85937; 928-536-7103, ext. 245. Applications and a full job description are available at the Library, or online at www.ci.snowflake.az.us/employment-opportunities and will be accepted until the position is filled.

Closing date for application: Applications taken until position filled.

The Town of Snowflake is an EOE/ADA/AA Employer.