



CHECK-IN ASSISTANT
CIRCULATION DEPARTMENT
Part time – 15 Hours per Week

We have an immediate opening for a courteous, friendly, detail-oriented individual who enjoys working in a fast-paced environment. Candidates must have the ability to perform duties accurately and efficiently while multi-tasking. Selected individual is responsible for emptying book bins, checking in library material from multiple locations and answering phone calls from patrons regarding their accounts. A complete job description can be found online at <http://www.palatinelibrary.org>.

Qualifications include:

- High school diploma or equivalent.
- Customer service experience in a similar environment preferred.
- Exceptionally courteous and service oriented.
- Experience with integrated library system desired.
- Knowledge of Windows platforms required.
- Ability to communicate effectively in English, both orally and in writing.

The ideal candidate will be outgoing, enjoy providing assistance to others over the phone, and comfortable working in a team environment.

Physical requirements include: speaking, hearing, vision and keyboarding ability sufficient to adequately perform the job, ability to push/pull up to 50 pounds and lift and carry up to 20 pounds occasionally. Duties will require employee to bend, stoop, reach, and stand for extended periods of time.

Scheduled hours:	Mondays	1:00 p.m. - 6:00 p.m.
	Fridays	1:00 p.m. – 6:00 p.m.
	Sundays	12:00 p.m. – 5:00 p.m.

Salary: \$11.00 per hour

Employment applications are available at www.palatinelibrary.org, at the Welcome Desk at the Main Library, or at any of the branch locations. **Please indicate the position you are applying for on the application.** Submit a completed application to the Human Resources Department or to employment@palatinelibrary.org.

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