



SHELVER
CIRCULATION DEPARTMENT
Part Time – 15 Hours per Week

We have an immediate opening for individual that has an attention to detail and is highly organized. Primary responsibilities include shelving library materials, removing material from shelves that has been placed on hold by patrons, shelf reading to determine materials are in the correct order, and cleaning up and straightening materials in various departments. For a complete job description, go to www.palatinelibrary.org.

Qualifications include:

- Some high school or equivalent.
- Ability to work with efficiency, skill, accuracy and appropriate speed.
- Courteous and service oriented.
- Must be able to arrange and file materials accurately in alpha/numeric order. Applicants will be tested on their ability to arrange material accurately.

The ideal candidate will have a friendly attitude, enjoy interacting with people, and a willingness to ensure materials are quickly and efficiently available to patrons.

Physical requirements include: speaking, hearing, vision and keyboarding ability sufficient to adequately perform the job, and the ability to push/pull up to 50 pounds lift and carry up to 20 pounds occasionally. Physical requirements also include bending, reaching and stooping.

Hours are:	Wednesdays	4:00 p.m. – 9:00 p.m.
	Thursdays	4:00 p.m. – 9:00 p.m.
	Saturdays	12:00 p.m. – 5:00 p.m.

Salary: \$10.15 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 completed application to the Human Resources Department or employment@palatinelibrary.org.

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