



**SHELVER**  
**Circulation Department**  
**Part Time – 15 Hours per Week (Average)**

We have an opening for an individual that is detailed oriented, enjoys a busy environment and can work independently. Primary responsibilities include arranging library material on carts, shelving the materials, retrieving material placed on hold, and shelf reading to determine materials are in the correct order. For a complete job description, go to [www.palatinelibrary.org](http://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 enjoy staying active, have a friendly attitude, enjoy interacting with people, and a willingness to ensure materials are quickly and efficiently available to patrons.

Physical requirements include walking and standing for extended periods of time. In addition to: speaking, hearing, and vision ability sufficient to adequately perform the job, ability to push/pull up to 50 pounds lift and carry up to 20 pounds occasionally. Duties will require employee to bend, stoop, kneel, squat, and reach above shoulder level.

Scheduled Hours:	Sunday	12:00 p.m. – 5:00 p.m.
	Tuesday	4:00 p.m. – 9:00 p.m.
	Friday	1:00 p.m. – 6:00 p.m.

May occasionally include additional day, evening or Saturday hours.

Salary: \$10.32 per hour

Employment applications are available at [www.palatinelibrary.org](http://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](mailto:employment@palatinelibrary.org).

Palatine Public Library District is your destination for knowledge, entertainment, and community. The District serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates.

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