

July 14, 2021

PART TIME POSITION AVAILABLE

TOWNSHIP LIBRARY OF LOWER SOUTHAMPTON
1983 Bridgetown Pike, Feasterville, PA 19053
215-355-1183

POSITION: CIRCULATION CLER

AVAILABLE: AUGUST 2021

MINIMUM REQUIREMENTS

- High School Diploma or equivalent
- 1 year of customer service experience
- Familiarity with public libraries is a plus
- Must provide or obtain at own expense the PA Child Abuse History Clearance, the PA State Police Criminal Record Check, the FBI fingerprint background check, and the Mandated Reporter Training

SCHEDULE: Tuesday, Wednesday, Thursday 5-8, & Saturday 10:30-4.
Additional hours are available as needed

COMPENSATION: \$12.00 per hour

SKILLS NEEDED: Tact, courtesy, friendliness, accuracy and attention to details. Ability to work under pressure. Good listening and verbal communications. Read, Write and perform basic mathematics. Computer skills.

MAJOR TASKS: Serves as the first point of contact and assistance for library users. Provide friendly circulation services to the public. Check in and check out library materials. Register new borrowers and renew library cards. Collect overdue and other fees. Monitor terminal screen during circulation and take appropriate action. Monitor the activities of the circulation desk at all times to assure prompt service to the patrons. Arrange carts and shelve items when necessary. Answer telephone and route calls. Other duties as assigned.

PHYSICAL REQUIREMENTS: The Circulation Clerk performs work requiring the exertion of up to 25 pounds of force to lift and move objects, as well as pushing carts holding 125 pounds. The job requires repetitive hand motion. The work requires walking, standing, kneeling, crouching, crawling, and reaching. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for color perception, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities.

Applicants can submit an application by:

1. Print out the application and mail to: Township Library of Lower Southampton, Attn: Bookkeeper/Adminstrative Assistant, 1983 Bridgetown Pike, Feasterville, PA 19053.

2. Scan and email to murrayk@buckslib.org

3. Come to the Township Library of Lower Southampton to pick up an application, complete and submit it in person.

Applications can be found here: [Township Library of Lower Southampton Application](#)

