

Perry County District Library

Job Posting

June 14, 2021

Job Title:	Circulation Clerk (New Lexington)
Status:	Part-time/15-29.5 hours per week.
Pay Range:	starts at \$11.00 per hour
Immediate Supervisor:	Circulation Supervisor
Education Required:	High School Diploma or G.E.D. equivalency required. Basic computer skills and accurate keyboarding skills required. Experience working with the public preferred. Previous user of the library on-line catalog preferred. Ability to use basic office machines (scanner, fax, cash register, and copier) required.
Position Description:	Interacts directly with library users at Perry County District Library. Performs a variety of clerical tasks dealing primarily with the circulation of materials to library users. Must be available to work evenings and weekends.
Benefits for part-time employees include sick & vacation time, life insurance, and the availability of dental and vision insurance.	

A complete job description is available upon request.

Please submit a letter of interest and resume to
Perry County District Library, Attn: Melissa Marolt
117 S. Jackson Street, New Lexington, OH 43764 or
EMAIL: mmarolt@pcdl.org



Perry County District Library ▪ www.pcdl.org

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