



## Clerk I

**Organization:** Ida Rupp Public Library

**Location:** Ida Rupp Public Library, Port Clinton

**Hours:** 16 - 24 hours a week. A set schedule of hours during mornings, afternoons, evenings.

**Salary:** \$12.25/hr until 12/31/22, increasing to \$13.00/hr on 1/1/23

**Duties:** Receives and shelves materials with accuracy and timeliness. Processes and sorts returned materials and reserved items accurately and efficiently. Assists in the shelving/retrieval of items for patrons. Maintains shelves throughout location, including shelf reading, shifting material to ensure appropriate distribution of materials, merchandising items, and straightening items on shelves. Prepares library for opening and closing by straightening furniture and shelves, re-shelving loose materials, restocking displays, and picking up debris. Provides patron service by assisting patrons with library catalog, copiers, printers, etc. and locating or retrieving materials for patrons. Utilizes computer applications and library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations.

**Requirements:** High school diploma or GED. Ability to pass alphabetic and numeric sorting and filing test. Ability to operate Library technology systems, including personal computer, software programs and other job related equipment.

**Application Process:** For consideration, please send a resume and a completed [application](#) (applications can be found on our website) to:

lfaust@seolibraries.org

Lindsay Faust, Director  
Ida Rupp Public Library  
310 Madison St.  
Port Clinton, OH 43452

**Deadline:** Preference will be given to applications received by Friday, December 2, 2022

A complete job description can be found at [www.idarupp.org/careers](http://www.idarupp.org/careers)