

Shelver Clerk

\$9.55/hour; on-call positions available. Varied schedule includes mornings, afternoons, evenings, weekends and alternates between James City County Library and Williamsburg Library.

Responsibilities:

- Check in books and other library materials on automated system
- Sorts and shelves library materials
- Keep library shelves and other areas in orders
- Some clerical duties

Requirements:

- Must possess high school diploma or equivalent
- Some public library job experience preferred
- Ability to lift up to 50 pounds and push book carts filled with library materials

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>