

Shelver Clerk

\$9.55 / hour; on-call positions available

The Williamsburg Regional Library is seeking an individual to perform responsible work processing incoming library materials on an automated system, keeping library shelves in order and handling simple administrative support duties.

Responsibilities:

- Check in library materials on automated system; change the status of items on computer as needed.
- Check and empty all book and audiovisual drops; clear tables and shelving carts of library materials.
- Sort and shelve library materials; adjust collection as needed to relieve overcrowding.
- Assist in the opening and closing of the library and maintaining neatness of public areas of library.
- Perform general administrative support duties such as making copies of handouts and other materials as needed.
- May participate in library-wide committees or initiatives, or attend staff development programs, workshops or conferences.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; some experience in a library; customer service experience preferred.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to compare names and numbers quickly, resulting in a working knowledge of the Dewey Decimal System; learn and work with the integrated library system; understand and quickly, accurately and independently carry out oral and written instructions; work under minimal supervision; work well with staff members and maintain good work habits in an open space; follow through on numerous details and work well under pressure.

Accepting applications until 11:59pm EST on 05/24/2019 Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>