Fairview Heights Public Library
10017 Bunkum Rd, Fairview Heights, IL 62208
618.489.2070

POSITION OPEN IMMEDIATELY—Part-Time Circulation Clerk

Hours:

Monday 3:00-8	**Tuesday 9:30-1:30**
Wednesday 3:00-8	**Thursday: 9:30-2:30**
Friday or Saturday (rotating schedule) 9:30-5	

This is for 26 base hours. ½ hour unpaid lunch break with a 6-hour shift, 15 minute break with 4 hours. These are the set hours for this position.

Subject to possible mandatory call-outs to cover higher seniority staff sick leave and vacations. This means it is almost impossible to hold another job at the same time, unless you do freelance work.

This is a union position (Local 148 Clerical Unit), so you do join the local or pay fair share (average $16-19 a month)

Benefits include: shift differential of .30 after 5 PM and all day Saturday, paid sick leave (after 9 months) and paid vacation after 1 year. No health/life insurance included.

Current starting salary is $13.33/hr with both regular seniority increases and any increases as per contract.

Circulation desk staff is on their feet most of the day. Bending, kneeling, stooping and pushing carts are part of the routine.

Must be computer literate and able to help patrons with computers and printers.

Refer to job description for more details.

An application packet may be picked up at the library.
All application materials and a resume are due by: Monday, August 9th by 5 PM.