

## **Bay County Library System Posting Part-time Clerical- Fiction**

### **Sage Branch**

Primary responsibilities include:

- Performing clerical desk procedures with speed and accuracy, including typing, filing, and answering the telephone
- Performing basic computer skills with accuracy, including using the Internet
- Assisting on projects and activities
- Communicating clearly and effectively
- Working with patrons, co-workers and supervisors in a positive, supportive, and cooperative manner that is in the best interest of the library
- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90" in height, transport books and a-v materials from one location to another.
- And other duties as assigned.

This will be up to a twenty hour per week on average position and will be scheduled as follows:

#### **Two Week Schedule: 19 hours**

**Monday- 9-2 p.m.**  
**Tuesday- 1-5 pm**  
**Wednesday- 3-8 pm**  
**Thursday- 3-8 p.m.**  
**Friday- Off**

#### **Third Week Schedule: 25.5 hours**

**Monday- 9-5 p.m.**  
**Tuesday- 1-5 p.m.**  
**Wednesday- 3-8 p.m.**  
**Thursday- 3-8 p.m.**  
**Friday- Off**  
**Saturday- 4**

#### **Week 1 Saturday Rotation**

Schedule may be subject to adjustments. Salary follows the 2021 part-time wage scale, beginning at \$10.69 – \$12.46 per hour.

This position will be available beginning October 25, 2021.

Cover letter and resume to:

Jolene Faber  
Administrative Assistant  
Bay County Library System  
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MI 4870810.69\_  
[jfaber@baycountylibrary.org](mailto:jfaber@baycountylibrary.org)

Deadline for applying – October 27<sup>th</sup>, 2021 – 5:00 p.m.