

**Position:** Support Services Clerk

**Reports to:** Support Services Coordinator

**Salary:** \$12.00-\$14.99 DOQ

**Hours:** 16-20 hours/week including nights and weekends

**Qualifications:**

- 18 years and up with a high school diploma or GED.
- Library experience desirable.
- Experience using CARL X and CARL Connect preferred.
- Operate standard office equipment and computer-related technology devices.
- Enthusiastic, positive, friendly, self-motivated, creative, and approachable.
- Dedicated to providing excellent customer service and ability to work with the public.
- Strong attention to detail, excellent organizational and communication skills.
- Ability to maintain effective relationships with staff, and work in a team environment.
- Must be flexible and have the ability to multi-task and work independently.
- Excellent verbal and written communication skills.
- Successfully pass a background check & pre-employment screening.

**Primary Job Duties and Responsibilities:**

- Greet and direct library patrons as they enter the building.
- Performs a full range of circulation services including registering new patrons, updating patron records, and receiving fines and fees.
- Check out, check in, and renew library materials.
- Empty the book drop and process deliveries.
- Answer phones and assist with patron questions or direct them to the appropriate staff member.
- Pull pending holds and load 24/7 hold lockers.
- Assist with opening and closing procedures.
- May attend relevant workshops and meetings.
- Participates in all departmental and library staff meetings.
- Performs other duties as assigned by the Support Services Coordinator.

**How to Apply:**

Send resume, cover letter, and completed application form (available at [www.ahplibrary.org](http://www.ahplibrary.org)) to Lindel Salow at [salowl@ahplibrary.org](mailto:salowl@ahplibrary.org). Applications received by Monday, May 20, 2024 will receive first consideration.

*Auburn Hills Public Library is an Equal Opportunity Employer.*