



**Part-time Clerical Position
Auburn Area Branch Library
235 W. Midland Road
Auburn, MI 48611**

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 audio-visual 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:

Week 1	Week 2	Week 3
Mon Off	Mon Off	Mon Off
Tues 4-8	Tues 2-8	Tues 4-8
Wed 10-2	Wed 10-4	Wed 10-2
Thurs 4-8	Thurs 2-8	Thurs 4-8
Fri 8:30-5	Fri Off	Fri Off
Sat Off	Sat Off	Sat 8:30-5

Schedule may be subject to adjustments. Salary follows the 2020 part-time wage scale, beginning at \$10.38 – \$12.46 per hour.

This position will be available immediately.

Cover letter and resume to: Janelle Coe
Administrative Assistant
Bay County Library System
500 Center Avenue
Bay City, MI 48708
jcoe@baycountylibrary.org

Deadline for applying – March 5, 2021 – 5:00 p.m.