

# Job Openings

## Merton Town Hall Library is seeking a Circulation Desk Assistant.

### Basic Tasks include:

- \*checking materials in and out
- \*issuing cards
- \*providing search assistance
- \*collecting fees

### Basic Skills required:

- \*good customer service & phone skills
- \*work efficiently in a busy environment
- \*good decision-making skills
- \*teamwork attitude

Computer proficiency and knowledge of library materials, methods and techniques is a plus!

### ➤ **Schedule and Wage Information:**

**Required:** **High School Diploma** or equivalent, ability to speak, write and read English, and ability to perform moderately heavy physical work.

**Availability:** **8-10 hours/week. Position includes days, nights and weekends.**

**Wage:** The hourly rate for this position is \$11.00.

### ➤ **How to Apply:**

Applications are available at the Circulation Desk.

Submit your completed application to Beth Stapleton, Circulation Supervisor.

You can also email your resume to [bstapleton@townhall.lib.wi.us](mailto:bstapleton@townhall.lib.wi.us)

**Applications/resumes must be received by 5 PM  
on Wednesday, December 29, 2021.**