

Job Openings

Merton Town Hall Library is seeking a permanent 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 \$15.00.

➤ 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

**Applications/resumes must be received by 5 PM
on Friday, March 15, 2024.**