

Everman Public Library
Library Aide

Job Requirements

Essential Functions:

- Assist at the circulation desk (copies & faxes)
- Assist patrons as required (computer use, finding books or movies)
- You will be required to use telephone, cash register, and computer.
- You must be able to count money.
- Check and Empty book drop
- Check in returned materials for patrons
- Enter patrons into computer system
- Re-shelf materials as necessary
- Maintain shelves

Qualifications:

- Familiarity of Computer with the windows operating system (7-10)
- Familiar with Microsoft Office Suite
- Excellent Customer Service skills in dealing with the public

Physical Requirements:

- Frequently lift and carry up to 10 pounds
- Occasionally lift and carry up to 25 pounds
- Push and pull object in order to shelve materials and push the book cart
- Frequently climb step ladders or step stool
- Frequently twist, bend, kneel and crouch in order to shelve books
- Continuously reach above, at and below shoulder height