

Shelver Clerk - Internal County Candidates Only May Apply

Location:
Williamsburg Regional Library

Job Type:
Part-Time

Posting Date:
11/05/2021

\$9.64 / hour + [Partial County Benefits](#); part-time regular position available (20 hours / week).

Williamsburg Regional Library seeks customer-focused, detail oriented individuals to support the activities of the Circulation Services Division by processing incoming library materials on an automated system, keeping library shelves in order, and handling simple administrative support duties. Varied schedule includes mornings, afternoons, evenings, and/or weekends. Job alternates between James City County Library and Williamsburg Library.

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Responsibilities:

- Checks in library materials on automated system.
- Checks and empties all book and audiovisual drops; clears tables and shelving carts of library materials.
- Sorts and shelves library materials; shelf reads to maintain shelf order; adjusts collection as needed to relieve overcrowding.
- Assists in the opening and closing of the library and maintaining neatness of public areas of library.
- Assists with implementing new procedures; assists supervisor with training of new Shelver Clerks.
- Performs general administrative support duties such as making copies of handouts and other materials as needed.
- May participate in library-wide committees or initiatives, or attend staff development programs, workshops or conferences.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; some experience in a library; customer service experience preferred.
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to compare names and numbers quickly, resulting in a working knowledge of the Dewey Decimal System; learn and work with the integrated library system; understand and quickly, accurately and independently carry out oral and written instructions; work under minimal supervision; work well with staff members and maintain good work habits in an open space; follow through on numerous details and work well under pressure.

[Click here for full job description.](#) **Accepting applications until 11:59 p.m. EST 11/12/2021.** Cover letters and resumes may also be attached, but a fully-completed application is required in order for your application to be considered.