

LaGrange Association Library is looking for an enthusiastic, customer-service oriented individual to join our friendly team as a part-time Library Clerk and Passport Agent.

Responsibilities include:

- checking materials in and out for patrons at the front desk
- assisting library users in person and via telephone with information requests and reader's advisory
- assisting library users with basic computer usage, printing, faxing, and copying
- answering the phone and directing calls appropriately
- explaining and enforcing library policies and procedures with patrons as needed
- shelving/shelf reading as needed
- other projects as assigned

Paid online training to become a Passport Agent will be provided and those duties include processing new passports applications, carefully checking personal documents, and taking passport photos.

This position is 18 hours per week plus every other Saturday. Salary is \$15.00 per hour with three (3) flex days upon hiring; sick, vacation, and personal days upon one (1) year anniversary.

Requirements: Graduation from high school or possession of a GED or higher, United States Citizenship (*mandatory for Passport Agents*), excellent customer service and communication skills, basic computer proficiency, the ability to multi-task, and the physical ability to bend, stretch, kneel, and lift up to 40 pounds. The ideal candidate should enjoy working with the public, have a good sense of humor, have an interest in reading and movies, be able to function independently *and* as part of a busy library team, and maintain the confidentiality of patron information. Prior library experience is a plus.

To apply: Please email a meaningful cover letter, resume, and 2 references to lagrangelibrary@laglib.org and indicate "Clerk" in the subject line.