



Employment Opportunities

Clerical Aide

Eola Road Branch

Location: Aurora Public Library – Eola Road Branch, 555 S. Eola Road, Aurora
Hours: 19 hours per week
Saturday 1 – 5, Monday 4 – 9, Tuesday 2 – 5, Wednesday 2 – 5, and Thursday 2 – 6
Rate: \$8.75 per hour

Duties include:

- Sorts, shelves and shelf reads.
- Retrieval (book drop, open/closed stacks, microfilm).
- Maintains orderliness of shelves and checks shelves for accuracy.
- Performs filing for the department.
- Performs check-in of materials.
- Processes discarded books.

Candidates will be expected to have:

- Ability to establish and maintain effective working relationships with staff and patrons.
- Knowledge of alphabet and numerical sequencing.
- Ability to communicate clearly and effectively in English.
- Ability to read and comprehend oral and written instructions in English.
- Ability to remain calm in difficult situations.
- Ability to attend to detail.
- Basic PC knowledge.
- Willing to learn new skills.
- Ability to lift 50 pounds and transport or move up to 100 pounds of library materials from one location to another.

Apply in person Monday – Friday from 9:00 a.m. – 5:00 p.m. at the Aurora Public Library, Business Office, 1 E. Benton Street, Aurora

Application deadline: February 14, 2012

The Aurora Public Library is an Equal Opportunity Employer