



# Official Job Posting

The Mount Clemens Public Library is seeking qualified applicants for the following position:

- POSITION:** Circulation Clerk
- JOB DUTIES:** Works primarily with the public at the circulation desk with some additional clerical responsibilities.
- HOURS:** 14-20 hours per week, including some evenings and alternate Friday/Saturday. Additional shifts as needed by the library.
- RATE OF PAY:** \$12.00 - \$14.83/hr. Time off accrued per library policy
- JOB REQUIREMENTS:** High School Diploma or equivalent education/work experience.  
Good customer service skills – friendly, energetic  
Proven skill with Microsoft Word, Internet, and Email  
Experience with business phones and machines such as scanners  
See Job description for more detail.
- TO APPLY:** Send Resume, Cover Letter and Completed Application to:
- Mount Clemens Public Library  
ATTN: Human Resources  
150 Cass Avenue  
Mount Clemens, Michigan 48043
- Or via email : [mcpl@libcoop.net](mailto:mcpl@libcoop.net)  
Or via fax: (586) 469 6668  
Mount Clemens applications are available at the library or at the following link  
<http://www.mtclib.org/wordpress/index.php/library-employment/>
- TIMELINE:** Open until filled

**The Mount Clemens Public Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.**