



EMPLOYMENT OPPORTUNITY

Bilingual Circulation Clerk, Part-time Position Available

The Round Lake Area Public Library District is looking for a Circulation Clerk with excellent customer service skills. The Circulation Clerk assists patrons with borrowing library materials, provides assistance with photocopying, and other services as outlined in the job description. The ideal candidate will have basic computer skills, and excellent customer service skills. This position requires bilingual ability to speak, read, and write in English and Spanish. Day, evening and weekend hours are included. A high school diploma or GED is required.

(Schedule subject to change from week to week)

Salary: \$9.37 - \$14.07 hourly (depending on qualifications)

Applications are available at the circulation desk or online at www.rlalibrary.org.

To apply, turn in completed application to the circulation desk, or mail to:

Maggie Rodriguez, Head of Circulation
Round Lake Area Public Library District
906 Hart Rd. Round Lake, IL 60073

E-mail completed application to: mrodriguez@rlalibrary.org or

Fax completed application to: (847)546-7104

No phone calls please. Application Deadline: Until position is filled.

Equal Opportunity Employer

Updated 9/2014