



Competition #09/21 Public Service Clerk, Outreach

POSITION NAME: Public Service Clerk
POSITION NUMBER: 21233
PRIMARY LOCATION: Outreach
PAY BAND: 3 (Part-time – 942 budgeted hours per year – .50 FTE)
Temporary position for six months

JOB SUMMARY:

Under the direction of the unit head, the Public Service Clerk performs a variety of public service duties including circulation, reference and reader's advisory services, and maintaining records related to the operation of library services to the public.

JOB DESCRIPTION:

1. Provides circulation services such as: register borrowers, check-out and check-in of library materials, resolve snags, place holds, receive payment of fines, and resolve or refer complaints.
2. Provides reference and reader's advisory service to the public.
3. Maintains specific clerical operations such as: periodical holdings, inter-library loans, cash sheets, reconciling cash floats, and mail sorting.
4. Shelves library materials and merchandizes branch collections as directed by Collections librarians. Maintains and repairs library materials.
5. Assumes shift supervisory responsibility as assigned.
6. Performs other related duties as assigned.

QUALIFICATIONS:

1. High school graduation.
2. Knowledge of library procedures and systems gained through previous experience or education and training.
3. Ability to learn and deliver reference and reader's advisory services, using current technology.
4. Demonstrated ability to deliver consistent, high quality customer service.
5. Demonstrated ability to establish and maintain positive working relationships with the public and staff and to work as a member of a team.
6. Demonstrated strong oral and written communication skills.
7. Demonstrated ability to assume responsibility and work independently with a minimum of direct supervision.

Salary Range: \$19.76 to \$23.50 per hour

Quoting competition #09/21, please submit a resume and cover letter no later than 4:15 p.m. on Monday, March 8, 2021 to:

Human Resources
Email: resumes@reginalibrary.ca
Mail: Box 2311, Regina, SK S4P 3Z5
Fax: 306-949-7273

Candidates must be eligible to work in Canada. The successful candidate shall be subject to a Criminal Record Check as a condition of employment.