



PRESCOTT PUBLIC LIBRARY  
215 E. GOODWIN ST.  
PRESCOTT, AZ 86303

(928) 777-1500

Fax: (928) 771-5829

## EMPLOYMENT OPPORTUNITY

**TITLE: Library Assistant – Part Time**

**SALARY: \$9.00 per hour (Not eligible for benefits)      START DATE: ASAP**

**12 to 19 Hrs/Week – Flexible schedule – Must be available for evening/weekend work.**

Individual is responsible for providing a variety of services to patrons at the check out desk; checks books and other library materials out to patrons using the Yavapai Library Network's shared automation software; checks in and shelves returned items; may issue library cards to new patrons, renew cards and update patron information. Responsibilities include routine library and clerical tasks for which procedures are well established and under the supervision of the Circulation Librarian.

**Examples of Work Performed:** Empty book drops, sort returned materials and arrange on a cart for shelving, shelve library materials. Provide assistance to patrons checking out library materials, register new library users, and collect fines.

**Required knowledge, skills, and abilities:** Knowledge of library clerical procedures or ability to acquire such knowledge with ease. Ability to follow oral and written direction, to sort and file alphabetically and numerically, clerical aptitude, accuracy and ability to keep to a schedule. Must be competent with computers in a Windows environment. Previous customer service experience desirable. Must be able to perform physically demanding duties related to checking in, checking out and shelving library materials in a busy environment.

Applications are available at the Check Out Desks – Prescott Public Library Downtown and the Prescott ConneXion at Prescott Gateway Mall or at [www.cityofprescott.net](http://www.cityofprescott.net).

**Closing Date: Open until filled.**

**EOE/M/F/V/H/D/NSE**

Send application to:  
Prescott Public Library  
Business Manager  
215 E Goodwin St  
Prescott AZ 86303