



CITY OF PRESCOTT  
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

**LIBRARY ASSISTANT - Circulation**

Pay Grade: 45 Pay Range: \$27,643 to \$38,688 annually plus benefits  
New employees usually start at beginning level of pay range.  
FLSA Status: Non-Exempt (eligible for overtime)

Candidate of choice must pass pre-employment drug test and background check.

**QUALIFICATIONS:** High school diploma or equivalent. Education or experience equivalent to one-year full-time clerical level library or customer service/public relations work.

**POSITION DESCRIPTION:** Interacts directly with library users at the circulation desk performing a variety of clerical tasks dealing primarily with the circulation of materials. Must be able to perform physically demanding duties related to checking in, checking out and shelving materials in a busy environment. Must be willing to work a flexible schedule including evenings and weekends.

**Knowledge, Skills, and Other Characteristics:**

- Greets library users, answers telephone and performs a wide range of clerical public contact duties.
- Ability to establish relationships with the public and provide superior customer service in a professional manner.
- Uses library automated circulation system to circulate materials to library users including checking materials in and out, processing holds, registering borrowers, and collecting fines and fees.
- Performs activities involved in the retrieval of overdue materials and acts as contact person for library users inquiring about their records.
- Assists in department operations: Opening and closing the circulation desk, counting money, emptying book drops.
- Attends to public use of equipment such as self-checkout computer and copy machines.
- Ability to perform non-complex arithmetic calculations and handle money appropriately.
- Provides users with general information about library services directing them to other personnel as needed.
- Ability to retrieve, file and shelf books/materials and to accurately maintain library records and stacks.
- Knowledge of the Dewey Decimal System.
- Ability to learn and use integrated library software.
- Must be competent with computers in a Windows environment.
- Ability to follow oral and written direction.
- Ability to keep to a schedule.
- Performs general clerical duties for supervisor as assigned.

**Physical and Visual Ability:** Sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

**Hearing and Speaking Ability:** Sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

**Deadline: Applications must be received by 5:00 p.m. February 24, 2012.**

Send application/resume to:

City of Prescott, Human Resources, 201 S Cortez Street, Prescott AZ 86303  
(928) 777-1315 (928) 777-1347 (800) 748-6205 TDD (928) 777-1100 Fax (928) 777-1213

Email: [personnel@prescott-az.gov](mailto:personnel@prescott-az.gov) Visit our website at: [www.cityofprescott.net](http://www.cityofprescott.net)

EEO/M/F/V/H/D/NSE

Posted: February 2, 2012

Toni Kaus \_\_\_\_\_  
Library Director

Mary Jacobsen \_\_\_\_\_  
Human Resources Director

MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES - Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.