

The Vespasian Warner Public Library in Clinton, Illinois is seeking applicants for the position of Clerk. This is a full-time, 40 hrs/week, position with benefits.

The Clerk is primarily responsible for selecting and delivering materials to homebound patrons, adding new materials to computer database, and serving at public desks. Candidates must be detail oriented, have computer experience, have a clear driver's license and working vehicle with insurance, have excellent communication and customer service skills, and a willingness to grow and learn on the job.

**Qualifications**

- High school diploma or equivalent
- Demonstrated ability to work well with staff and the public
- Attention to detail, with an ability to spot errors
- Initiative, dependability, good judgment, tact, courtesy, and a good sense of humor
- Ability to lift at least 25 pounds, climb stairs, bend, and reach
- Valid Illinois driver's license and reliable transportation

**It is preferred that candidates have:**

- Customer-service experience
- Experience working in a local government, library, or nonprofit setting

**Duties Include:**

- Selecting, delivering, and retrieving items for homebound patrons
- Managing homebound patrons' library accounts
- Adding new items to the library's database
- Preparing new items for circulation
- Checking items in and out
- Answering reference questions
- Shelving items

**Position Details:**

- 40 hours per week, Monday-Friday, 8AM-5PM, with occasional evening and weekend hours
- \$15 per hour
- Full medical, dental, and vision benefits
- Paid vacation, sick time, and holidays
- IMRF (Illinois Municipal Retirement Fund)
- Background check required

**Application Instructions**

Please fill out application and deliver at the library or send to Bobbi Perryman at [perryman@vwarner.org](mailto:perryman@vwarner.org). Applications must be received by 4PM, January 12, 2024.

**Contact Information:**

Vespasian Warner Public Library District  
Bobbi Perryman, Executive Director  
310 N. Quincy St. Clinton, Illinois 61727  
Email address: [perryman@vwarner.org](mailto:perryman@vwarner.org) Phone: 217-935-5174