

Smithton Public Library District Now Hiring: Part-Time Library Clerk (Evenings, Saturdays & Fill-In)

 **Location:** 109 S Main St, Smithton, IL  **Position Type:** Part-Time

 **Schedule, regularly scheduled 11 hrs/week:**

- Thursdays: 4 PM – 8 PM
- Fridays, 1 PM – 4 PM
- Saturdays: 1 PM – 5 PM

NOTE: Additional fill-in hours will be requested.

Position Overview

The library clerk performs a variety of library circulation and clerical procedures with a heavy concentration on customer service.

Duties Include

- Greet and assist patrons in person and by phone
- Check in/out and place holds on materials using library software
- Shelf items and maintain hold shelf
- Handle money and count change accurately
- Create displays with guidance from the Library Director
- Keep shelves and patron areas organized
- Other duties as assigned

Qualifications

- Must be at least **16 years old**
- One year of clerical, library and/or customer service experience preferred
- Proficient computer skills
- Ability to follow instructions and learn library systems
- Self-starter with a friendly, professional demeanor
- Strong patron rapport and communication skills

Other Requirements

- Lift up to 20 lbs overhead and to floor level
- Stand or sit for up to 6 hours
- Operate a computer, FAX machine and copier effectively
- Employment is contingent upon successful completion of a background check.

Pay & Benefits

- **Hourly Pay:** \$15.00 (Minimum Wage)
- **Benefits:** Sick Pay + Paid Time Off

How to Apply

Submit an application form and cover letter to: **Jenna Dauer** 109 S Main St, Smithton, IL 62285 or via email to smithtonpl@smithtonpl.org

 **Priority Deadline:** Friday, January 2, 2026, by 6 PM

 **Preferred Start Date:** Week of January 12, 2026

Applications reviewed until position is filled.

Application For Employment

Smithton Public Library District
109 S Main St, Smithton IL 62285

Please print legibly.
The application must be fully
completed (front and back)
and be accompanied by a
cover letter to be considered.

Personal Information

Name

Address	City	State	Zip
Phone Number	Email Address		

Position

Position You Are Applying For	Available Start Date	Desired Pay
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Employment Desired

☐ Full Time ☐ Part Time ☐ Seasonal/Temporary

Education

School Name	Location	Years Attended	Degree Received	Major

References

Name	Title / Relationship	Company	Phone

Employment History

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
Employer (3)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Printed Name:

Signature:

Date:
