

## **Bay County Library System Part-time Clerical**

Primary responsibilities include:

- Performing clerical desk procedures with speed and accuracy, including typing, filing, and answering the telephone
- Performing basic computer skills with accuracy, including using the Internet
- Assisting on projects and activities
- Communicating clearly and effectively
- Working with patrons, co-workers and supervisors in a positive, supportive, and cooperative manner that is in the best interest of the library
- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90” in height, transport books and a-v materials from one location to another.
- And other duties as assigned.

This will be up to a twenty hour per week on average position.