TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Library Clerical Assistant (Library Department)

QUALIFICATIONS: Must have a High School Diploma with effective communication skills and accurate typing/keyboarding skills. Previous experience with computers and work experience in a public Library preferred.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week (hours will vary according to library needs to include nights and weekends).

SALARY RANGE: $28,776 – 40,050

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: May 28, 2015
To: June 11, 2015

TYPE OF POSTING: Union / Open

Applications may be obtained on the Town's Website at www.tewksbury.info or at the Human Resources office at the temporary Town Hall located at 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is an AFSCME Local 833 position Group 1

LIBRARY CLERICAL ASSISTANT
(37.5 HOURS PER WEEK)

SUMMARY

Under the supervision of the Library Director, performs a variety of clerical duties of moderate responsibility.

SUPERVISION RECEIVED

Works under the direction of the Library Director or his/her designee.

SUPERVISION EXERCISED

None Noted

QUALIFICATIONS

1. Minimum formal education: High School Diploma.
2. Effective communication skills.
3. Accurate typing/keyboarding skills.
4. Previous experience with computers preferred but not required.
5. Previous work experience in a public library preferred.

Essential Requirements

- Must be able to work under moderate noise level.
- Must have good stamina and not tire easily
- Must be able to lift, handle and manipulate on occasion at least 30 lbs. normally less.
- Must have good vision to be able to distinguish printed data including numbers.

GENERAL DUTIES AND RESPONSIBILITIES

1. Checks materials out to patrons and checks in returned materials.
2. Collects overdue fines.
3. Registers borrowers.
4. Performs a variety of data-entry tasks.
5. Performs a variety of technical processing tasks.
6. Assists patrons in locating materials.
7. Assists patrons with reserving materials.
8. Receives and sorts mail.
9. Answers telephone inquiries.
10. Performs other duties of a similar nature and complexity as necessary.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE LIBRARY DEPARTMENT.