



The Yorktown Public Library is seeking a part-time circulation assistant to join our awesome team!

A circulation assistant assists patrons with borrowing and locating material, establishing and updating account information, collecting fines and fees, computer use, faxing, copying and scanning, among other clerical tasks.

Qualified applicants should possess intermediate computer skills, enjoy working with the public, provide exceptional customer service and possess clear and concise communication skills; candidates must be dependable and punctual, follow direction, be detail-oriented, and have the ability to multi-task and prioritize.

Hours will vary, but a typical schedule may include:

Monday 10 am – 6 pm

Tuesday 2 pm – 6 pm

Wednesday 2 pm – 6 pm

Thursday 2 pm – 6 pm

Every 3<sup>rd</sup> Saturday from 10 am – 4 pm, with other hours as needed.

Please complete an application and return to:

Yorktown Public Library  
Attn: Laurie Hogue/Liz Rozelle  
8920 W. Adaline St.  
Yorktown, IN 47396

You may also pick up and drop off an application at the library or email to [lizrozelle@yorktownlib.org](mailto:lizrozelle@yorktownlib.org) or [lauriehogue@yorktownlib.org](mailto:lauriehogue@yorktownlib.org). We plan to hire the right person for this position immediately. Applications will be accepted until the position is filled.