**City of Kelso Employment Opportunity**

**Part Time Library Page/ Clerk**$ 11.00 per hour

Application Deadline : Friday, July 7, 2017 4:00pm

The City of Kelso is seeking two qualified, highly-motivated candidates for the position of Part Time Library Page/ Clerk at the Kelso Library. This position checks library material in and out, assists the public with computers and photocopier, performs clerical tasks, and keeps library materials in order. The Library Page/Clerk reports to the Library Manager but will take direction from the Library Assistants for day to day assignments. This position requires frequent public contact in person and by telephone. Must be able to multi-task. Movement within the Library is essential.

Generally are currently in high school. If older: Requires a high school diploma or GED from an accredited school. Some experience in a school or public library is preferred. Must be able to demonstrate proficiency in Microsoft Word (word processing) and computer keyboarding. Must be able demonstrate attainment of the necessary Knowledge, Skills, and Abilities provided within the position description.

Candidates should be able to communicate effectively both orally and in writing, demonstrate general proficiency in the operation of office computer software. Strong organizational skills and customer service values are required.

Application packets and a complete job description can be obtained through WorkSource, 305 S. Pacific, Kelso, WA 98626 or at the City’s website: <http://www.kelso.gov/departments-services/employment-opportunities>.

Please submit a signed application, resume, and cover letter to WorkSource, 305 S. Pacific, Kelso, WA 98626 or Patty Murray, City of Kelso, P.O. Box 819 Kelso, WA, 98626 by 4:00 p.m., Friday, July 7, 2017

Kelso is an Equal Opportunity Employer.