

EMPLOYMENT OPPORTUNITY

If you love to help people, have great computer skills, and know how to think on your feet, you may be the right person to represent the Library in this Customer Service position!

Position: *Customer Service (Library Assistant)*

Hours: *20 per week; some evenings and Saturdays*

Branch: *Georgetown*

Compensation: *Minimum starting wage \$12/hour (actual wage is based upon education, skills, and experience); benefits include OPERS retirement; paid leave; and more!*

Available: *on or after January 3, 2023*

REQUIRED : *Customer service and intermediate technology experience and skills*

Details:

- Perform all Front Desk customer service activities
- Operate/troubleshoot office equipment, including: computers, phones, copiers, printers, scanners, fax and locker/materials retrieval system.
- Use technology at intermediate level, including: office productivity software (MS Office preferred), email, Internet searching, eBook readers, tablets, and other devices
- Provide computer instruction and assistance to members of the public
- Process interlibrary loan materials, including packing and unpacking materials
- Open/close the Library

Physical Demands:

- Carry or lift up to 30 pounds
- Push and pull equipment and fully-loaded (50-100 pounds) materials carts
- Stretch and bend to shelve library materials
- Use step stool or step ladder

BCPL application form and references are required; résumé is encouraged. Applications available on the BCPL website (browncountypubliclibrary.org) or at any branch location.

Submit applications to:

Brown County Public Library
Attn: Office Administrator
P.O. Box 527
Mt. Orab, OH 45154

OR bcpl.officeassistant@gmail.com

****Applications received by December 15, 2022
will receive priority consideration****



Business Office

P.O. Box 527 - 613 S. High Street

Mt. Orab, Ohio 45154

937- 444-0181 / 6502 fax

bcpl.bcplinfo@gmail.com