

## **EMPLOYMENT OPPORTUNITY**

**Position:** *Customer Service*

**Hours:** *Minimum 30 per week; some evenings and Saturdays*

**Branch:** *Georgetown*

**Compensation:** *Base wage \$12.50 (actual starting wage based upon education, relevant skills, and experience); OPERS retirement (14% match); paid vacation, sick, holiday, and personal leave; and more!*

**Available:** *December 15, 2023*

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

**PREFERRED:** *event planning, and/or advanced technology experience and skills*

### ***Basic duties include:***

- 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: word processing, spreadsheet and desktop publishing programs (MS Office preferred), email, Internet searching, eBook readers, tablets, and other devices
- Provide technology assistance to members of the public
- Unpack/pack/ship interlibrary loan 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](http://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](mailto:bcpl.officeassistant@gmail.com)