



# MUNICIPALITY OF SKAGWAY

GATEWAY TO THE KLONDIKE  
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## JOB ANNOUNCEMENT LIBRARY CLERK

The Municipality of Skagway is accepting applications for a Library Clerk. This is a seasonal, part-time position working up to 20 hours/week from August through April. This position requires a flexible work schedule and is subject to evening and weekend hours. This position is not eligible for benefits.

**WAGE RANGE:** Grade 10, Step 1 Entry Level Wage - \$25.00 per hour

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Experience in library and/or clerical tasks and procedures
- Proficiency in keyboarding

**DUTIES:** This position works under the direction of the Librarian and must enjoy working with people, providing assistance in answering general and reference questions, as well as performing clerical tasks in the circulation of library materials.

- Checking out and checking in all types of library materials.
- Receiving and shelving books and other library materials.
- Identifying items placed on hold and taking appropriate action.
- Shelf reading and revision.
- Maintaining collection appearance.
- Registering patrons.
- Identifying and referring problems with item records.
- Recording library use statistics.
- Collecting patron fees.
- Providing assistance in locating library materials.
- Scheduling community room use.
- Providing assistance in using library equipment.
- Performing other clerical and opening/closing tasks as required.
- Assisting with Friday's "Late Night Library" and other types of programming.

Applicants must submit a completed Municipality of Skagway application form to the borough office at the address above or to [a.lawson@skagway.org](mailto:a.lawson@skagway.org) no later than **4:00 p.m., Wednesday, July 17, 2024**. For application materials and further information, contact the borough office at the phone number above or by email at [a.lawson@skagway.org](mailto:a.lawson@skagway.org). The application can also be downloaded from the website at [www.skagway.org](http://www.skagway.org).

**POSTED 6/27/24**

**The Municipality of Skagway is an equal opportunity employer.**