

# LEHI



PIONEERING UTAH'S FUTURE

## LEHI CITY POSITION OPENING LIBRARY CLERK

**CLOSING DATE:** November 12, 2014

**SALARY RANGE:** \$9.18/hour

**STATUS:** Part-time

**DEPARTMENT:** Library

**JOB SUMMARY:** Performs general duties related to the circulation of library materials; attends circulation desk, greets patrons and assists with requests; initiates exchange of information required in the lending of library materials; checks in and checks out library materials; performs a variety of general clerical and office duties; types materials, operates computer information processing; assists patrons to locate and operate various types of equipment such as copy machines, computer, etc.; and other duties as assigned.

**MINIMUM REQUIREMENTS:** Graduation from high school, ability to perform general clerical functions quickly and accurately; understand written and oral instructions and work independently in carrying out work assignments; good typing skills with accuracy; good working relations with others; must pass drug test before hire; 15-20 hours per week, mostly afternoons, evenings and weekends.

**TO APPLY:** For required City application, download application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov). Applications can be submitted to Lehi City Human Resources or submitted electronically at [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov). For questions, contact Lehi City Human Resources, 153 North 100 East, Lehi, UT 84043 or 801-768-7100.

**NOTE:** A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources upon request. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801-768-7100, ext. 2265. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.