

Easton Area Public Library - Palmer Branch
Part-time Circulation Clerk

The Easton Area Public Library has an opening for a part-time Circulation Clerk at our Palmer Branch, 1 Weller Place in Easton, PA.

The position would average **16 hours/week** @ \$15.00/hour.

(Schedule includes day shifts, one evening shift per week, two Saturday shifts per month, and additional shifts as needed)

Duties include:

- Circulation of library materials to patrons
- Registration of new library patrons
- Answering incoming phone calls
- Performing miscellaneous clerical duties: collecting and recording lost and damaged fees, mailing overdue notices, filing patron applications, etc.
- Performing various duties in the book stacks including shelving, shelf reading, straightening, shifting, and general stack maintenance
- Answering reference questions
- Helping patrons find materials and retrieving items from the library stacks
- Assisting with preparation and implementation of passive and active library programs

Qualifications:

Education

- High school diploma, Library Technical Assistant certification preferred
- Library experience desirable

Skills

- Strong customer service, communication, and interpersonal skills
- Good data entry skills and ability to input information accurately
- Must be able to stand, bend, reach, lift, and push a book truck
- Experience with basic computer functions and programs including Microsoft Office and Google Drive
- Comfortable assisting with activities for children, teens, and adults

Employment application can be found at www.eastonpl.org/PDFS/JobApplicationForm.pdf. Paper applications are available at the Main Library and Palmer Branch.

Qualified candidates should send application and resume by Tuesday, September 8, 2026 in person or via email to:

Katie Cardell, Branch Manager
Easton Area Public Library - Palmer Branch
1 Weller Place
Easton, PA 18042
katiec@eastonpl.org