

## **Circulation Clerk – 4 month Contract Position Vancouver Courthouse Library**

Courthouse Libraries BC connects the legal community and the public in British Columbia with legal information and tools. We are a not-for-profit organization and a registered charity.

Courthouse Library BC is seeking a part-time Circulation Clerk to work in the Vancouver Courthouse Library. The successful candidate will work 28 hours per week at the Vancouver Courthouse Library during office hours (Monday to Friday between 8:30-4:30pm). The allocation of hours and days can be determined upon hire. This is a term position (May-August) with the possibility of renewal.

### **Responsibilities:**

- Fulfill photocopy requests from clients in a time sensitive manner
- Be responsible for the daily handling of library materials
- Check-in and out items, re-shelve, shelf-read, and organizes the collection
- Identify and withdraw library materials in need of repair
- Processes applications for and issue new library cards
- Process and distribute loans for other CLBC libraries and the Book in a Box program
- Effectively use the library database to determine holdings data and inform clients of the status of their account
- Administer the accounts for overdue or lost library material and contact clients accordingly
- Notify clients of materials being held for them.
- Maintain photocopy equipment
- Monitor inventory of toner and paper supplies
- Package outgoing mail and courier items, monitor shipping and receiving, distribute mail
- Processes library materials for circulation; replace labels; file loose-leaf as needed.
- Work with other teams on a project per project basis

### **Job Specifications**

- Minimum of Grade 12
- Excellent attention to detail
- Strong listening and communication skills
- Ability to work within a specified timeframe
- Computer skills sufficient to perform the functions of the online catalog and a good working knowledge of Microsoft Office
- A focus on excellent customer service that includes previous experience serving the public.
- Ability to work independently and within a team environment.
- Logical problem solving skills
- Previous experience working in a library an asset

### **Physical Requirements**

- Must have the physical ability to stand for a long period and handle repetitive bending and lifting tasks (shelving books). Packaging, shipping and receiving also require lifting and moving of boxes and supplies (aprox. 10-30 lbs).

A successful criminal records check is a condition of employment.

Please submit your cover letter **and** resume to [employ@courthouselibrary.ca](mailto:employ@courthouselibrary.ca) by **April 22, 2015**.

We thank all applicants for submitting their resume, however only those applicants selected for an interview will be contacted. Compensation is commensurate with education, experience, skills and abilities.