



## Substitute Clerk

**Organization:** Ida Rupp Public Library

**Location:** Ida Rupp Public Library, Port Clinton, OH

**Hours:** Substitute; Schedule will include hours during mornings, afternoons, evenings and weekends depending on an as needed basis.

**Salary:** \$13.00/hr

Ida Rupp Public Library is seeking Substitute Clerks to cover absences of regularly scheduled staff at the main library in Port Clinton, Ohio.

**Duties:** Receives and shelves materials with accuracy and timeliness. Processes and sorts returned materials and reserved items accurately and efficiently. Assists in the shelving/retrieval of items for patrons. Maintains shelves throughout location, including shelf reading, shifting material to ensure appropriate distribution of materials, merchandising items, and straightening items on shelves. Prepares library for opening and closing by straightening furniture and shelves, re-shelving loose materials, restocking displays, and picking up debris. Provides patron service by assisting patrons with library catalog, copiers, printers, etc. and locating or retrieving materials for patrons. Utilizes computer applications and library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations.

**Requirements:** High school diploma or GED. Ability to pass alphabetic and numeric sorting and filing test. Ability to operate Library technology systems, including personal computer, software programs and other job related equipment.

**Application Process:** For consideration, please send a resume and a completed [application](#) (applications can be found on our website) to:

[jkennedy@seolibraries.org](mailto:jkennedy@seolibraries.org)

OR

Jamie Kennedy  
Ida Rupp Public Library  
310 Madison St.  
Port Clinton, OH 43452

**Deadline:**

Application materials received by March 19, 2024 will receive priority.