

APPLICATION PACKET



Part-Time Library Clerk Position

The Crittenden County Public Library is accepting applications for the part-time position of Library Clerk.

Qualifications are as follows: Customer service experience working with the public. A background check will be conducted.

Starting salary is \$8.00/hour working approximately 20 hours per week including Saturdays from 9:00 a.m. to 1:00 p.m.

Instructions:

Complete the attached application. Please include a cover letter and a copy of your current resume along with this application and return in person or mail to CCPL, 204 W. Carlisle Street, Marion, KY 42064. Applications must be received by Friday, April 10, 2026 to be accepted.

For questions regarding this position, please contact:

Regina Merrick, Director
Crittenden County Public Library
(270)965-3354
director@crittendenlibrary.org

The Crittenden County Public Library is an Equal Opportunity Employer.

Library Clerk

Job Summary – The library clerk is under direct supervision of the Library Director: Checks books and materials in and out, provides user assistance, responsible for shelving books and maintaining order on the shelves, assists in receptionist duties, programming activities as needed, and any other duties the director assigns them.

Job Duties:

- Pleasantly acknowledges everyone's presence with a smile, eye contact, or greeting.
- Checks in returned books and materials and shelves them.
- Checks out books and materials.
- Gives directions to areas of the library.
- Assists patrons in computer use including catalog, Internet searches, word processing.
- Answers telephone and provides information and/or makes referrals.
- Collects fines and records them using the automation system and record sheet.
- Shelves books as needed, maintain order on shelves.
- Other general circulation duties as needed.

Job Requirements:

- Ability to communicate verbally and in writing
- Ability to work with the public
- Filing skills both alphabetical and numerical
- Basic computer skills
- Ability to work well with other staff members

Physical Demands:

- General mobility
- Sitting
- Walking to assist patrons and supervise staff
- Reaching above the head to secure books
- Bending and kneeling to lower shelves
- Carrying 10-15 lb. of books and materials
- Handling books and materials
- Pushing and pulling equipment and book trucks up to 50 lb.

Work Environment:

- Inside work with occasional outside work.
- Exposure to dust and mold.
- Exposure to chemicals (i.e. cleaning materials, glues, and some solvents)
- Occasional work from a ladder and/or step stool
- Exposure to air borne diseases

Work Devices:

- Integrated Library System
- General computer programs
- Copier/Fax Machine
- Microfilm reader
- Library audio/visual equipment
- Communication devices
- Online computer databases

Note: This job description does not necessarily reflect all aspects of the job function.

Employment Application – Please Complete All Pages

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
 Have you ever worked for this company? YES NO If so, when? _____
 Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
 From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____
 Address: _____

Full Name: _____ Relationship: _____
 Company: _____ Phone: () _____

Address: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

