

# THE PAS REGIONAL LIBRARY REQUIRES A **LIBRARY CLERK**

Hours would be **Tuesday-Saturday, 9:45am—6:15pm**  
(training hours will be Monday-Friday)  
\$14.87/hour

## **What do you need to bring to this position?**

- ◇ Exceptional customer service
- ◇ Attention to detail
- ◇ Operation and working knowledge of computers, various software and programs, and internet
- ◇ Outgoing, creative, and enjoy working with the public
- ◇ Excellent communication skills
- ◇ Able to work in a busy environment and display effective time management
- ◇ Work effectively with other library staff

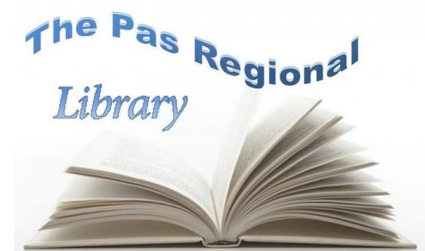
## **Responsibilities include, but are not limited to:**

- ◇ Assisting patrons whenever necessary
- ◇ Registering new patrons
- ◇ Checking in and out various library materials.
- ◇ Processing new library material
- ◇ General cleaning duties
- ◇ Sorting and shelving books

## **Requirements:**

- ◇ Physical requirements of the Clerk position include lifting library materials, reaching to place materials on shelves, pushing and pulling book drop bins and carts, and frequent standing, walking, and bending.
- ◇ Must be 18 years or older and legally able to work in Canada.
- ◇ Will be required to provide a criminal record/vulnerable sector check if the successful candidate.

Submit application to:  
Caitlin Henderson, Library Administrator  
The Pas Regional Library  
53 Edwards Avenue  
libraryadmin@mymts.net



**Deadline for applications: Tuesday, August 23, 2022**

We thank all candidates for applying. Only those selected for an interview will be contacted.