



The City of Pelham is currently accepting applications for a part-time Clerk position with the City of Pelham Library:

ESSENTIAL FUNCTIONS OF WORK

- Assist patrons at the circulation desk and on the floor.
- Handle incoming circulation desk phone calls.
- Communicate effectively with library patrons on the phone and on the floor.
- Shelve and straighten material.
- Ability to follow written and oral instructions.
- Ability to learn the Dewey Decimal System and alphabetize.
- Light housekeeping duties
- Unload book drops

MINIMUM REQUIREMENTS OF WORK

Candidates must have mobility to maneuver among high and low shelves, stand for long periods of time, manipulate heavy objects and have the ability to multi-task. Candidates must have transportation to and from work. Candidates must be able to work irregular hours including nights and weekends.

Applicant must satisfactorily pass a background investigation and pre-employment drug screen after receiving conditional offer of employment. Compensation is \$13.00 per hour.

Applications are available on this website and can be downloaded or apply online [here](#).

Completed applications and resumes may be emailed to HR@pelhamalabama.gov or mailed to the City of Pelham, Human Resources, at P.O. Box 1419, Pelham, AL 35124 or dropped off at Pelham City Hall. Final date to submit applications is October 13, 2022 at 5:00PM.