



**Wayne County Public Library  
Dalton Branch**

**Position Opening**

**Title:** Shelving Clerk- **Dalton Branch**

**Date Posted:** January 10, 2025

**Job Responsibilities:** Under general supervision, the Branch Shelving Clerk accurately shelves returned library materials; shifts materials to accommodate new items; helps empty the book drop; reads shelves to assure the proper placement of shelved materials, and re-shelves items left on tables and in public areas.

**Working Conditions:** Part-time, approximately 10-12 hours per week, with variable hours including **evenings and weekends**. May require sitting or standing for long periods of time.

**Skills and Abilities:** Presents a positive image to the public; interacts appropriately with supervisor and other staff; communicates effectively in written and oral form; demonstrates the ability to file with accuracy, both numerically and alphabetically; maintains confidentiality.

**Qualifications:** At least 16 years of age. Able to push, pull, bend, and twist with ease and to properly lift as much as 50 lbs.

**Pay Rate: Minimum wage. Currently \$10.70 per hour.**

**Application Procedure:** Applications may be obtained at any of our locations or online at [www.wcpl.info](http://www.wcpl.info). Completed library application forms and resumes may be emailed to: [jobs@wcpl.info](mailto:jobs@wcpl.info) or mailed to:

Wayne County Public Library  
304 N. Market  
Wooster, OH 44691.  
Attn: Human Resources

**Deadline:** Applications accepted until the position is filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry.