



Coalinga-Huron Library District

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*** JOB OPENING ***

Front Desk Clerk/Shelving Clerk

Part-Time Position

Location: Huron Library

Closing date: August 6, 2024

Hourly Pay: \$16.00 to \$19.49 (Depends on Experience)

The clerk assists with customer service, shelving of materials, and circulation desk.

Minimum Qualification include:

- High School Diploma (AA Degree preferred)
- Clerical Experience
- Ability to follow library policies and procedures
- Ability to successfully work with computer applications and modern office machines and equipment
- Competency in general math skills, oral and written communications

Applications Available Online at:

<https://www.chld.org/employment-opportunities>

Or In Person at:

**Coalinga Library
305 N. Fourth St.
Coalinga, CA 93210**

**Huron Library
36050 O Street
Huron, CA 93234**

An Equal Opportunity Employer and Provider