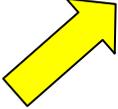


**Checkout Desk Assistant for The Brookfield Library**

**20 hours/week ♦ \$14.50/hour**

**Position available as of 7/11/16**

*Hours may include any or all of the following, and may vary from one week to another:*



**Friday 2:00 – 5:00 p.m. (REQUIRED)**

**3:00 to 6:00 p.m. on Monday and Wednesday**

**3:00 to 8:00 p.m. on Tuesday and/or Thursday**

**Two Saturdays (10 a.m. – 5 p.m.) per month**

**Two Sundays (noon to 4 p.m.) per month (Sept.-June)**

Requires current working knowledge of Windows 7 or 10, competence in spelling, typing, and use of a personal computer; some library experience preferred. Must enjoy working with people. High school diploma required.

Duties include checking books out and in, creating library cards, shelving books and other material, emptying book drop, pushing/pulling heavy book carts; assisting patrons with basic computer tasks; other clerical duties.

Applications are available on the Town of Brookfield website at

[http://brookfieldct.gov/Pages/BrookfieldCT\\_HR/job](http://brookfieldct.gov/Pages/BrookfieldCT_HR/job). Submit applications to

Human Resources Director Fern Smenyak at fsmenyak@brookfieldct.gov, or send to Fern Smenyak, Town of Brookfield, 100 Pocono Road, P.O. Box 5106, Brookfield, CT 06804, fax to 203-775-4068.

**Applications/resumes must be received by 6/30/16.**