

JOB TITLE:	#1132 Library Clerk
OPEN TO:	This job is open to all applicants.
LOCATION:	History Center
SALARY:	\$2,720.00 monthly minimum
STATUS & HOURS:	Full-time, regular (2,088 annual hours) position
CLASSIFICATION:	63L Clerical
HIRING MANAGER:	Head of Reference
POSTING DATE:	May 15, 2014
DEADLINE DATE:	Application materials must be received by May 30, 2014.
SUPPLEMENTAL FORMS:	Not required for this position.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants for a Library Clerk to provide clerical and customer service support for the Minnesota Historical Society Reference department and Gale Family Library, its staff, volunteers, library patrons and other libraries through Interlibrary Loan (ILL) services, registration desk management, and other department clerical support.

RESPONSIBILITIES: 1) process and fill Interlibrary Loan (ILL) requests for public and academic libraries and historical societies; 2) manage the Library registration desk operations; 3) provide clerical support for the Reference department; 4) prepare the registration lobby, Weyerhaeuser and Hubbs microfilm rooms for public use; 5) process orders for microfilm, coordinate the duplication of MNHS microfilm for sale to patrons and use copies for the Hubbs Room, and 6) ensure accurate reporting for Copy Services financial operations.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent, and three years of related clerical, secretarial, or administrative experience in a professional office setting.
- Demonstrated ability to work on a team and lead others toward a common goal.
- Experience with standard office practices, procedures and equipment, including the practical application of English composition to professional correspondence, keyboard speed, and accuracy.
- Demonstrated experience working with basic office software applications, including Word, Excel, Google docs and sites, and Adobe.
- Strong customer service skills.
- Basic math skills for invoicing and creating financial accounts.
- Demonstrated ability to communicate verbally and in writing with staff, volunteers, and public in a positive, friendly, and professional manner.
- Well-developed organizational and time management skills to direct office procedures and workflow; the ability to schedule personal workload, to meet deadlines, and to work productively on projects despite distractions and interruptions.
- Demonstrated ability adapt to new software programs, learn new skills, and be flexible in work load as needed in order to meet program and staff's need.
- Demonstrated ability to follow directions and effectively carry out complex oral or written instructions.

DESIRABLE QUALIFICATIONS:

- Experience working in a library.
- Knowledge of online catalog systems, especially OCLC (On Line Computer Library), Minitex, and MnPals and experience with using these systems for searching and interlibrary loan processing.
- Experience managing volunteers.
- Knowledge of the Minnesota Historical Society Library and its operations.

TO APPLY: Submit *MNHS Application for Employment*, (available at www.mnhs.org/jobs), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

Attn: [Fill in Job Title] Minnesota Historical Society 345 Kellogg Boulevard West St. Paul, MN 55102-1906	Attn: [Fill in Job Title] Email: humanresources@mnhs.org	Attn: [Fill in Job Title] Fax: 651-297-3343
--	--	--

Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

Applications will be acknowledged - No phone calls please -