

Scranton Public Library

Job Posting

Job Title: Clerk	Department: Adult Circulation
Status: Part time / casual	Bargaining Unit: No
Date Posted: January 16, 2026	

The Scranton Public Library is seeking a qualified candidate for a part-time position in the Adult Circulation Department. The ideal applicant will possess strong customer service skills, demonstrate the ability to work collaboratively within a team, and exhibit flexibility in adapting to changing job responsibilities. This position requires approximately 20–25 hours per week, including evening and weekend (Saturday 9am-5pm) shifts.

Principal Responsibilities and Duties:

- Perform a full range of circulation desk functions, including issuing library cards, checking materials in and out, reserving items, collecting fines, answering telephone inquiries, and promoting library programs and services.
- Assist patrons in locating materials and demonstrate the use of the library's catalog and search tools.
- Organize, shelve, and maintain returned library materials in proper order.
- Retrieve materials to fulfill patron requests and holds.
- Provide support to other library departments as needed.
- Participate in special projects and perform other duties as assigned.

Knowledge, Skills, and Requirements:

- Ability to work independently, demonstrate initiative, and follow through on assignments.
- Proficiency in the use of computers and mobile devices is essential.
- Strong interpersonal skills with the ability to interact courteously and effectively with patrons, colleagues, and volunteers.
- Dependable, punctual, and committed to maintaining a consistent work schedule.
- Excellent customer service and public relations skills.
- Previous library experience is preferred but not required.
- A high school diploma or GED is required.

Demand and Work Environment:

- Must be able to stand for extended periods of time.
- Ability to lift up to 25 pounds and perform physical activities such as reaching, bending, kneeling, crouching, and pushing book carts.
- Requires physical and manual dexterity to handle materials and equipment efficiently.
- Strong verbal communication and active listening skills, both in person and over the phone, are essential.

Starting Hourly Rate: \$10.00

Upon hiring, child abuse and criminal background checks will be conducted in accordance with state law.

For any questions contact Laura Hendricks, Human Resource Manager 570-348-3000 ext. 3043. Applications accepted until job is filled.

SCRANTON PUBLIC LIBRARY

Employment Application

Date _____

CONTACT INFORMATION				
Last Name			First	
Street Address				Apartment/Unit #
City			State	ZIP
Phone			E-mail Address	

AVAILABILITY, SKILLS AND QUALIFICATIONS								
Position Applying For								
Full time, part time or first available?								
Desired location/department								
Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Time								
Skills and Qualifications								

EDUCATION								
High School					Diploma / GED?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If no, are you still enrolled?		YES <input type="checkbox"/>	NO <input type="checkbox"/>					
College/University					Diploma?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If no, are you still enrolled?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what degree?				
Business/Trade					Diploma?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If no, are you still enrolled?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what degree?				
Grad/Prof					Diploma?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If no, are you still enrolled?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what degree?				

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
From	To		Reason for Leaving		
Company				Phone	
Address				Supervisor	
Job Title					
From	To		Reason for Leaving		
Company				Phone	
Address				Supervisor	
Job Title					
From	To		Reason for Leaving		

REFERENCES				
<i>Please list two personal references (not relatives)</i>				
Full Name				
Phone				
Full Name				
Phone				

DISCLAIMER AND SIGNATURE			
<p>-By submitting this application you certify that your answers are true to the best of your knowledge.</p> <p>-False or misleading information given in your application or interview(s) may result in discharge.</p> <p>-Employment at the Scranton Public Library is contingent on the following clearances complying with state laws.</p> <ol style="list-style-type: none"> 1. Pennsylvania State Police Criminal Record Check 2. Pennsylvania Child Abuse History Clearance 3. FBI Finger-Print Based Background Check <p>-In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.</p> <p>-The Scranton Public Library has the right to require drug testing and pre-employment physical exams.</p> <p>-The Scranton Public Library is an Equal Opportunity Employer and Drug Free Workplace.</p>			
Signature			Date

This application will be kept on file for one year with our Human Resources department.