

# Scranton Public Library

## Job Posting

|                                       |                                        |
|---------------------------------------|----------------------------------------|
| Job Title: Technical Processing Clerk | Department: Technical Services         |
| Classification: Casual                | Reports To: Technical Services Manager |
| Status: Part Time                     | Bargaining Unit: No                    |
| Date Posted: 08/10/2026               | Date Filled:                           |

### Summary

The Scranton Public Library is looking for a Technical Processing Clerk to work in the Technical Services Department which is located in the Dunmore Community Center. The Technical Processing Clerk shall be responsible for the timely physical preparation of library materials in accordance with current Technical Services standards and procedures.

### Duties and Responsibilities:

- Laminate dust jackets and re-cover books.
- Repackage audiobooks and other forms of media to protective library casings.
- Affix appropriate spine labels and stickers to library materials.
- Verify book deliveries against invoices.
- Ensure quality and consistency in processing.
- Maintain an inventory of technical processing supplies.
- Assist in the unpacking of boxes and bins when necessary.
- Assist with putting items in transit to the LCLS libraries.
- Other duties as assigned by the Technical Services Manager.

### Skills, Knowledge, and Requirements:

- Ability to work both independently and as a member of a team.
- Ability to work in a quick, accurate manner.
- Physical and manual dexterity.
- Tolerance for repetitive work.
- Elevated level of mental concentration and attention to detail.
- Willingness to learn new skills.
- Must be reliable and punctual.

### Physical Demand and Work Environment:

- Physical ability to stand or sit for several hours.
- Lift up to 30lbs, reach, bend, kneel, crouch, and push carts loaded with books.
- Physical and manual dexterity are needed to carry out job duties.

### Salary and Schedule:

The starting hourly rate is \$10.00 and is scheduled for approximately 20 hours per week. Hours are scheduled weekdays between the hours of 8am-2pm.

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 at [lhendricks@albright.org](mailto:lhendricks@albright.org) or 570-348-3000 ext. 3043.

Applications accepted until the job is filled.