



Bell Memorial Public Library
Stephen Boggs, Director
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PART-TIME JOB AVAILABLE

AT THE BELL MEMORIAL PUBLIC LIBRARY

We have a part-time Clerk position (15 hours/week +/-) now available at the Bell Memorial Public Library in Mentone, In. Base pay is \$10.00.

Library Clerks do a small amount of many jobs around the Library such as answering the telephone, making photocopies, sending/receiving faxes, checking in/out Library materials, putting away and retrieving materials for Library Patrons.

Computer or Library experience is NOT required. Customer Service and Satisfaction is the Library's main goal and that is what we train our employees to deliver.

An application for employment can be downloaded at: www.bellmpl.info Click on Services/Forms and the application for employment is toward the bottom of the page. If the form fails to download or you have additional questions, please contact Stephen Boggs, Library Director, at (574) 893-3200 or via e-mail sboggs@bell.lib.in.us

