



September 1st 2020

JOB OPENING: Temporary assignment

LIBRARY CIRCULATION CLERK (3)

NATURE OF THE WORK

The work consists of performing various tasks at the loans counters (adult and youth sections).

EXAMPLES OF TASKS PERFORMED

- Looks after loans and returns.
- Collects fines.
- Registers members, etc.
- Shelves books and keeps the shelves neat and orderly.
- As required, uses various types of office equipment and the appropriate software to perform certain job-related tasks.
- Performs any other related task.

SCOPE OF ACTION

The job-related tasks usually require that the employee decides on the order in which the daily activities are to be performed and take place. The work is occasionally monitored while performed and is regularly checked.

INSTRUCTION AND EXPERIENCE REQUIRED

- High school diploma.
- The position requires less than six (6) months' experience.



REQUIRED QUALITIES

Knowledge:

- Typing;
- French;
- spoken English.

The pay scale is from \$ 16.62 and \$23.74 an hour (class D).

Interested candidates should apply to Roxane Gaudreau, Human Resources Councillor, by email to humanresources@town.mount-royal.qc.ca indicating contest number **2020-21**.

PLEASE NOTE:

Applications will be accepted until Tuesday, September 8, 2020, 16:30 pm.

Qualified applicants must be available for tests and interviews.