



Office of Human Resources  
City of Springfield, Illinois

Misty Buscher, Mayor  
Nikki L. Baker, Director

**CITY OF SPRINGFIELD**  
is seeking applicants for

## **LIBRARY ASSISTANT II**

Lincoln Library is seeking an individual to assist customers at the Circulation and Periodicals desks with library transactions in a variety of ways including, but not limited to, clearly explaining library policies, acquiring/updating accounts, and efficiently and accurately accessing library materials, computers, and other equipment. Efficiently perform a range of clerical/manual duties following established procedures to ensure that library materials, fees, and transactions are accurately accounted for and processed. Evening and weekend hours are required. This position requires knowledge, skill, and mental development equivalent to a high school diploma or GED and two years of library/clerical experience is preferred. **Preference for employment in all positions with the city shall be given to applicants who are full-time city residents.**

This position is covered by AFSCME Local #3738

**STARTING RATE: \$21.3813 HOURLY**

Apply to:

<http://www.springfield.il.us>

**FINAL DATE TO APPLY: MAY 21, 2024 AT 11:00 PM CST**

**OPEN TO ALL APPLICANTS  
CURRENT AFSCME 3738 EMPLOYEES  
WILL BE GIVEN PREFERENCE**

IF ASSISTANCE IN APPLYING IS REQUIRED,  
PLEASE NOTIFY THE OFFICE OF HUMAN RESOURCES

**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER M-F-D-V**

5.14.2024