

Job Opening: Part Time Passport Application Acceptance Agent

Department: Phoenixville Public Library

Location: 183 Second Ave, Phoenixville, PA 19460

Description

Phoenixville Public Library is seeking a part-time Passport Application Acceptance Agent. Responsibilities include accepting passport applications and taking passport photos according to U.S. Department of State procedures and guidelines, and scheduling appointments.

No previous Passport Acceptance Agent experience is necessary. The successful applicant for this position is required to complete and pass an online training course.

Applicants for this position must be:

- at least 18 years old,
- a U.S. citizen or U.S. national,
- approved by the Department of State,
- not presently on parole or probation related to any Federal, State, or local convictions,
- not presently under indictment for a Federal, State, or local felony, or a misdemeanor related to breach of trust or moral turpitude,
- free of any Federal, State, or local felony convictions,
- free of any Federal, State, or local misdemeanor convictions related to breach of trust or moral turpitude (i.e., embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust)

Applicants for this position must have excellent attention to detail, enjoy working with the public, have strong communication skills, function well in a busy environment, and have the ability to work well as part of a team.

This position also requires the following physical abilities: to operate a camera, laptop computer, printer, photocopier, cash register, postage machine, and other office tools as needed.

All Library positions require criminal background checks, both Federal and State, as well as child abuse clearances.

Position Type

Part-Time / Non-Exempt

Salary Information

Hourly rate: \$10.00 per hour.

Shift

Varies according to scheduled appointments; Thursday and Saturday daytime hours required, eventually transitioning to Thursday evening and Saturday daytime hours; maximum 8 scheduled hours/week to start; availability to sub on other day/evening shifts preferred.

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: February 25, 2021

To apply, contact Mark Pinto, Adult Services Director, Phoenixville Public Library

Email: mpinto@ccls.org; Voice: 610-933-3013 ext 132; Fax: 610-933-4338

The Phoenixville Public Library is an Equal Opportunity Employer.