

NOTICE OF POSITION
MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY

Department: Teen Services
Job Title: PT Library Clerk
Job Notice #: 810170
Date Posted: 7/10/18

Approximate Starting Date: July 23, 2018

Applications will be accepted until: July 16, 2018

Description of Duties

- Answer and screen telephone requests at a busy reference desk
- Register patrons for departmental programs
- Answer informational and directional inquiries
- Complete reserve and interlibrary loan requests for patrons
- Delete and change status of materials
- Sign patrons on to the computers
- Help teens navigate use of computers
- Enter information in department databases
- A variety of other departmental clerical tasks
- Available Thursdays 9:00 a.m. to 3:00 p.m., Fridays, Saturdays, rotating Sundays
- May be requested to assist at programs located off-site from the library

Qualifications/Skills Required

- Enthusiastic and positive demeanor
- 18 years or older
- High school graduate
- Ability to work well with staff and public
- Dependable and punctual
- Preference given to residents of the William Floyd School District
- Good telephone communication skills
- Computer experience
- Proficient in Microsoft Office – Word, Excel, Publisher

Starting Salary

\$13.13

Hours Available

Approximately 12-17 hours per week may be available (maximum 17.5 hours per week)



Applications may be returned in person to the Library Business Office Mon-Fri 9 a.m.-5 p.m.: by fax 631-399-1518; or scanned and emailed as an attachment to businessoffice@communitylibrary.org

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.