

**Mastics-Moriches-Shirley Community Library
Reference & Adult Services Department**

NOTICE OF POSITION

Job Notice: 030118 Job Title: Adult – Part-Time Computer Area Clerk

Date Posted: 3/08/2018 Closing Date: 3/14/2018 Starting Date: 03/26/18

Description of Duties:

- Register patrons in-person or on phone
- Assist patrons with software apps and equipment
- Operate scanner, CD-burner, etc.
- Filing as needed
- Assist patrons using the Internet and e-mail
- Projects assigned by librarians

Qualifications Required:

- Computer and keyboard skills
- Strong knowledge of popular software applications (i.e. MS-Office, and the Internet)
- Public service orientation
- Ability to work well with others
- Strong sense of commitment
- Punctuality and dependability
- Good communication skills
- Applicants must be 18 years of age or older
- Preference given to residents of the William Floyd School District
- **Available for morning, afternoon, evening and weekend shifts**

Salary/Wage: \$13.13 per hour

Applications may be returned in person to the Job Application Box during regular hours of operation; by fax 631 399-1518; or scanned and emailed as an attachment to businessoffice@communitylibrary.org

The Community Library is an Affirmative Action / Equal Opportunity Employer

J. D'Amato