



NOTICE OF POSITION

Dept: Reference & Adult Services

Date Posted: 09-3-2024

Job Title: Part-Time Library Clerk

Closing Date: 09-20-2024

Job Notice #: RASD830INT

Approximate Start Date: 10-02-2024

Responsibilities:

- Applicant must be able to work up to 17.5 hours per week; including weekends, days, nights and holidays at our library branches and main building.
- Register patrons for library programs and other services.
- Answer and screen telephone requests at busy Reference Desk.
- Reserve and interlibrary loan library materials for patrons.
- Assist patrons with the use of public computers and the Internet in our state-of-the art computer lab
- Daily use of Microsoft Office applications.
- Promote use of library programs and databases.
- Perform a variety of clerical tasks to support the Reference Desk and library operations.

Qualifications:

- 18 years or older and high school graduate or GED equivalent.
- Excellent phone and communication skills.
- Pleasant, welcoming demeanor and strong customer service skills.
- Must be organized and highly detail oriented.
- Basic knowledge of MS Office applications.
- Use of automated library systems, databases, and other library software.

Starting Salary: \$23.00 per hour.

Applications must be e-mailed to employment@communitylibrary.org Employment applications can be found on our website: www.communitylibrary.org

Only candidates being considered will be contacted.

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