



NOTICE OF POSITION

DEPT: CUSTOMER RESOURCE SERVICES

DATE POSTED: February 15, 2025

JOB TITLE: PART-TIME LIBRARY CLERK

CLOSING DATE: February 24, 2025

JOB NOTICE NUMBER: CRSPT225

APPROXIMATE START DATE: 03/19/25

We are seeking part-time clerks (up to 17.5 hours per week) to staff the customer service desks at our branches and our Main Library.

RESPONSIBILITIES:

- Checking library items in and out;
- Assisting the public with circulation and borrowing procedures;
- Creating and maintaining library cards;
- Using point-of-sale software for customer purchases;
- Answering telephone calls, emails, and chat questions;
- Sharing information about library services and resources;
- And other duties as assigned.

QUALIFICATIONS:

- ✓ **H.S. diploma or GED;**
- ✓ **Must have experience with customer service and/or data entry;**
- ✓ Excellent communication skills – in person, over the telephone, and via email/chat;
- ✓ Computer literate;
- ✓ Able to work independently and as part of a team;
- ✓ Good organizational skills and an attention to detail;
- ✓ Bilingual English/Spanish a plus;
- ✓ **We are seeking candidates who can work weekday mornings (8:30am-1:30pm), afternoons (1:30-6pm), and/or evenings (5-9pm). All candidates must be able to work a Saturday rotation (9a-1p or 1p-5p, at least once per month). Availability on Sunday rotation 11:30a-4p a plus.**

Starting Salary: \$23.00/hour

Applications must be emailed to employment@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 on employment or the provision of services.