

INTERLAKEN PUBLIC LIBRARY

8390 MAIN STREET, INTERLAKEN NY 14847

Clerk PT Position

Vacancy

One (1) vacancy for a part time clerk position at the Interlaken Public Library.

Compensation and expected hours

\$16.00/hr, 8-10 hours per week, some evenings required.

Residency

Candidates must have been legal residents of Seneca County or one of the six (6) contiguous counties for one (1) month preceding the date of application. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one (1) month prior to the date of certification and are residents of such municipality at the time of appointment.

Typical Work Activities

This is a routine clerical position in a lively public library involving patron support services and general library duties. Regular responsibilities include checking books in and out, placing patron holds, making material recommendations, shelving library materials, issuing and renewing library cards, telephone answering and some technical support for patrons using a computer or copy/fax machine. Other responsibilities include some research assistance, shelf reading, money recording, display creation and light cleaning duties. Ideal candidates will have the ability to contribute to a positive culture within the library that fosters excellent customer service and collaboration within the library team. Knowledge of library practices is a plus.

Supervision

Works under the immediate supervision of the Library Director.

Minimum Requirements

High school diploma or equivalent.

Civil service requirements as defined by Seneca County Department of Personnel