

## VACANCY ANNOUNCEMENT

**POSITION AVAILABLE:**    **Library Clerk – Village of Interlaken Library**

**SALARY:**                                \$12.00 per hour – 12 hours per week (flexible hours)

### **JOB RESPONSIBILITIES:**

Under direct supervision of a Library Director, incumbents of this class perform library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required. Detailed instructions and close supervision are received during training and on new assignments, but routine assignments are carried out independently and the incumbent is expected to use some initiative and judgment as experience is gained. Depending upon the libraries' operating schedules, incumbents of this class must be willing to work flexible hours, including, but not limited to, evenings and weekends.

### **QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma. Working knowledge of office terminology, procedures and equipment as applied to library clerical work; working knowledge of library filing and shelving rules; ability to make simple arithmetic calculations accurately and with reasonable speed; ability to understand and follow oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to establish and maintain effective working relationships with co-workers, library patrons and the general public; physical condition commensurate with the demands of the position.

**\*\*A Civil Service Exam is required. Vacancy will be filled using the civil service list for Clerk. Submit an employment application to the application portal to participate in the examination, which is held by appointment in the Seneca County Personnel Office.\*\***

**Candidates who apply for the Clerk examination on or before March 22, 2019 will be considered for this position.**

### **APPLICATION PROCEDURE:**

1. Apply online at <https://seneca-portal.mycivilservice.com/jobopps>
2. Scroll down to the "Continuous Recruitment" section.
3. Click the orange apply button for the CR 4 Clerk position and follow prompts.
4. On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable". Please enter **Interlaken Library** as your response.
5. A \$5.00 fee is required prior to exam.
6. Contact Seneca County Personnel Department at (315) 539-1710 or email [JStreet@co.seneca.ny.us](mailto:JStreet@co.seneca.ny.us) should you experience any difficulties with your application.