
Part-time Library Clerk at Port Jervis Free Library

POSITION:

Part-time Library Clerk

HOURS:

up to 19 hours per week, including weekends and/or evenings

WORK SCHEDULE:

Flexible, as needed

DUTIES:

1. Work circulation desk – check out library materials and register new patrons for library cards
2. Assist in use of local history room & microfilm machine & copy machines
2. Provide reader's advisory and assistance to patrons
3. Assist patrons on public computers
3. Assist in planning & implementing children's programs including the Summer Reading Program
4. Assist in processing and linking new library materials
5. Repair damaged materials
6. Other duties as needed
7. Work in the Hub: significant technological skills required

QUALIFICATIONS:

1. Computer literacy; experience with Koha a plus
2. Positive attitude toward teamwork and customer service
3. Job functions require kneeling, carrying stacks of books, repetitive hand motions, extended viewing of computer screens, and constant interaction with employees and public.

SALARY:

\$18.00 per hour

\$18.25 per hour (passed Civil Service Exam)

BENEFITS:

1 week paid vacation after 5 years of service

5 paid sick days per year

Paid for holidays on July 4th and December 25th if they fall on scheduled work days

CONTACT:

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