

Mechanicville District Public Library

Part Time Clerk Position

The Mechanicville District Public Library is looking for a part-time clerk to join our team. This position is Tuesday 3-6 PM and Thursday 11 AM – 6 PM, with availability to fill in for other shifts.

The job requires attention to detail, ability to work independently and with others, multi-tasking, and most importantly strong customer service skills.

The library clerk performs the following functions:

- All circulation duties: included but not limited to checking items in and out, pulling holds, processing materials, registering patrons, collecting fines, shelving and shelf maintenance.
- Provides information to the public on library policies and procedures.
- Performs routine searches and updates of computer records.
- Contacts patrons to deliver messages or information on library materials.
- Provides reference and readers advisory when needed.
- Performs other duties as assigned by the library director.

We are looking for a candidate with the following skills:

- Interest in library materials (such as books, movies, computers and video games) and library events.
- A large degree of comfort with technology
- Ability to answer questions about the library.

Communication Skills:

- Ability to follow verbal and written instructions
- Possess a working knowledge of English grammar and spelling
- Possess good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.

Physical Requirements:

- Physical condition commensurate with the demands of the position
- Lifting and carrying: 50 pounds or less

Education and Experience:

- Must be 18 years of age
- Graduated with a high school diploma or GED equivalent

Position: Part-time: 11 hours a week

Pay: \$10.40 per hour

Benefits: Paid holidays, after 6 months of employment accrue paid time off in proportion to hours worked.

Apply: Stop in to the library to fill out an application.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the Mechanicville District Public Library and the applicant/employee, and is subject to change as the needs of Mechanicville District Public Library and the requirements of the job change.