



### **Part Time/Substitute Library Clerk**

Are you a friendly, outgoing person who can explain rules to people seeking help? Can you cheerfully navigate conversations with people of all ages and backgrounds? Are you good at avoiding misunderstandings, and at settling conflicts through active listening and careful communication? Then you could be a Library Clerk!

**DUTIES:** Library Clerks perform all of the routine duties necessary for the proper organization and distribution of library materials, from assisting patrons with account questions, to checking materials in and out, and receiving payment for library fines. This is a public-facing position with light cash-handling, and generally friendly (but occasionally intense!) customer service functions.

**WAGES:** \$16.00/hr.

**QUALIFICATIONS:** No prior knowledge of library procedures is required; on-the-job training is provided. Work is performed under direct supervision of higher level Clerks or Librarians. May supervise Pages and volunteers; Does related work, as required; Basic experience with computers is required.

A high school diploma is required for consideration. Common career trajectories from this position are to (Full Time) Library Clerk; to Library Assistant with a Bachelor's degree; or to Librarian with a Master's degree in Library and Information Science.

**HOURS:** Clerk will be regularly scheduled 6-12 hours per week during library hours (Monday-Thursday 9-9, and Friday/Saturday 9-5). Participation in a Saturday rotation is required, and candidates readily on call as a sub for occasional evening shifts (Mon-Thurs 5-9pm) are strongly preferred.

**CIVIL SERVICE:** This is a non-competitive, clerical class position.

**TO APPLY:** complete and return the attached Genesee County Civil Service Application to the Richmond Memorial Library, or email it to Library Director Beth Paine (bpaine@nioga.org).

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