

# NOTICE OF POSITION

## MASTICS-MORICHES-SHIRLEY COMMUNITY LIBRARY CIRCULATION SERVICES DEPARTMENT

JOB TITLE: P/T LIBRARY CLERK

JOB NOTICE: 810520P

DATE POSTED: 02-12-18 APPLICATIONS WILL BE ACCEPTED UNTIL 6 PM: 02-16-18

APPROXIMATE STARTING DATE: 02-26-18

DESCRIPTION OF DUTIES  
RESPONSIBLE FOR BUT NOT LIMITED TO:

- Excellent customer service
- Direct patron services
- Assist patrons with Self Checkouts
- Proper checking out and checking in of library materials
- Miscellaneous clerical duties
- Assisting clerical supervisors whenever necessary
- Outreach off site whenever assigned

QUALIFICATIONS REQUIRED:

- Flexible schedule: Mornings, Afternoons, and Evenings
- Computer Literate
- Must be able to work independently
- Must have good organizational skills
- Must have H.S. diploma or GED

Preference will be given to WFSD residents

Spanish Speaking a +

Starting Salary: \$13.13 per hour

Hours available: 12 to 16 hours per week

Applications may be returned in person to the Job Application Box during regular hours of operation; by fax 631-399-1518; or scanned and emailed as an attachment to [businessoffice@communitylibrary.org](mailto:businessoffice@communitylibrary.org)

The Mastics-Moriches-Shirley Community Library does not discriminate on the basis of race, color, national origin, sex, religion, age or disability on employment or the provision of services.

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