

## NOTICE OF POSITION

### Mastics-Moriches-Shirley Community Library

Job Title: Part Time Library Clerk

Job Notice #:180218

Date Posted: 8/2/18

Closing Date: 8/13/18

Approximate Starting Date: 8/29/18

Dept.: Reference & Adult Services

#### Description of Duties:

- Applicant must be able to work up to 17.5 hours per week; including weekends, nights and holidays.
- Register patrons for library programs and other services.
- Answer and screen telephone requests at busy Reference Desk.
- Reserve and interlibrary loan materials for patrons.
- Perform a variety of clerical tasks to support Reference Desk and library operations.
- Promote use of library programs and services and databases..

#### Qualifications Required:

- 18 years or older and high school graduate.
- Preference given to William Floyd School District residents
- Excellent interpersonal communication skills.
- Pleasant welcoming demeanor and strong customer service skills.
- Punctual, dependable, organized and detail-oriented
- Basic knowledge of MS Word. Excel, Publisher.

**Wage:** \$13.13 per hour

Contact: Applications maybe returned in person to the Library Business Office drop box during library hours; by fax 631-399-1518; or scanned and e-mailed 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, in the employment or the provision of services.*

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