

## **Job Announcement**

Library Clerk – Part Time

The Community Library

Qualified candidates are encouraged to apply with a résumé to library staff or mailed to the Library Director. The chosen candidate will work together with other library staff to provide quality library services to our patrons and community.

### **Minimum Qualifications:**

Graduation from high school or possession of a high school equivalency diploma and six (6) months of general clerical and public service work experience. Part-time and volunteer experience will be pro-rated, where one (1) year of part-time experience will count as six (6) months of full-time experience.

### **Duties of the Position:**

The Library Clerk position involves routine clerical work including organization and distribution of library materials and management of patron accounts. Public service in person, over the telephone and via email is also a regular duty. No prior knowledge of library procedures is required; on-the-job training is provided. Library work involves using computers for a variety of tasks including assisting patrons. Related work as required is also asked. Work is performed under supervision of the Library Director. Library staff work irregular schedules including weekends and evenings, up to roughly 30 hours per week.

### **Provisional Appointment:**

The selected candidate will also be required to pass an exam covering clerical aptitude with Schoharie County Civil Service during their appointment. A provisionally appointed employee who is in any way unable to take the competitive exam may not retain their employment.

Resumes will be accepted until November 15th, 2017 or until selection is made. Please submit resumes by email to [cob-director@mvls.info](mailto:cob-director@mvls.info) or by mail to:

Library Director; The Community Library

P.O. Box 219 / 110 Union Street

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