

NOTICE

An opening exists in
The Community Library
in the position of:
Part-Time Library Clerk

Pay starting at \$13.10 per hour with 10-15 hours available per week

Starting benefits include sick leave and NY State Retirement

Schedule includes weeknights, Saturdays and some weekdays

The Community Library in Cobleskill, NY is committed to serving our patrons with resources, support and opportunities to be successful, happy and healthy. The Library is seeking an energetic, motivated and engaging individual to serve as Library Circulation Clerk. Library staff strive to create a welcoming space for all to collaborate, discover and grow.

The Community Library is chartered to serve the Cobleskill-Richmondville School District, a population of over 14,000. Located in the heart of the historic Village of Cobleskill, The Community Library serves a rural/suburban college community located about 30 miles southwest of Schenectady, New York in beautiful Schoharie County. The Library celebrates its centennial year in the front half of the 1884 school building with plans to renovate the back half of the building into thoughtfully designed Library spaces.

This position includes routine library clerical duties necessary for the proper organization and distribution of library materials and other library work as required. The Clerk will work with library patrons of all ages to issue cards, access accounts to deliver or reserve materials, and collect payments. Clerk will arrange or file materials according to library shelving rules. They possess knowledge of operating copiers, printers, fax machines and computers. The Clerk calls patrons with account information and takes messages and responds to messages in a timely fashion. The Clerk demonstrates outstanding customer service at Library service desks, a willingness to work within a team environment, and may provide supervision to Pages and Volunteers. Their work is performed under direct supervision of higher level employees or the Library Director.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma AND six (6) months of general clerical experience and customer service experience with use of a computer.

NOTE: Part-time and volunteer experience will be pro-rated based upon hours worked per week.

NOTE This will be a *provisional* appointment; *permanent* appointment will be contingent upon successful completion of a Civil Service examination and becoming reachable on the resulting eligible list.

Application: Candidates interested in being considered for this position **MUST** submit a Civil Service Employment Application and Resume to the:

Schoharie County Personnel and Civil Service

P.O. Box 675

Schoharie, NY 12157

by 5:00pm on **Monday, May 3, 2021**

Applications may be obtained online at:

www.schohariecounty-ny.gov

https://www4.schohariecounty-ny.gov/PdfFiles/Personnel/Applicat_679.pdf