

JOB OPENING
Library Clerk
Watkins Glen Public Library

LAST DATE TO APPLY: Until position is filled.

SALARY: \$11.00 - \$13.50

HOW TO APPLY: Submit Civil Service application to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891.

VACANCY: At the present time, one part time (8-12 hours per week) position is available. **The person hired may need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

JOB DESCRIPTION: Provides routine nonprofessional guidance in the use of school or public library facilities to individuals, students, and groups of people in support of library services. The duties of this class are different from clerical positions due to the primary emphasis on dealing directly with patrons either individually or in small groups with only a limited amount of clerical work performed. The work is performed under the direct supervision of a Librarian. Supervision may be exercised over the work of volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Work at the charge desk, using the computerized on line circulation system, checking books in and out to borrowers, renewing books, recording fines;
Issue new cards to borrowers;
Assist in preparing and setting up library displays and bulletin boards;
Phone borrowers to remind them of overdue books or to inform them of reserve books on hand;
Aide patrons in finding and using reference materials;
Keep shelves and periodicals in proper order;
May supervise library in absence of librarian with assistance of volunteers;
Shelve returned books, records, CD's, magazines and other reference materials;
Requisition library and audiovisual materials as needed;
Make minor repairs to library material and equipment;
Assist in annual inventory and reads shelves;
May supervise and train volunteers or student aides;
May type correspondence, other reports and orders not requiring the services of a skilled typist.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or equivalent. Preference will be given to candidates possessing library clerical experience.

Applications are available at www.schuylercounty.us or the
Schuyler County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891
(607) 535-8190

Date Issued: April 26, 2018