

Notice of Position
Mastics-Moriches-Shirley Community Library
Literacy Department

of Job Notice: 123001

Job Title: Part Time Spanish Speaking Library Clerk

Date Posted: January 30, 2012

Closing Date: February 8, 2012

Starting Date: February 15, 2012

Interviews will take place on February 9th and 10th 2012

Description of Duties:

Spanish speaking Literacy library clerk will be responsible for but not limited to performing the following activities in our literacy office:

Assisting Spanish-speaking patrons in using the Community Library
Corresponding with Spanish speakers regarding the library in person
and via the telephone
Assisting with childcare when necessary, mornings, weekends, or evenings
Operating standard library office equipment including copy machine,
word processor, fax machine and scanner
Assisting literacy students with intake and class availability information
Evaluating literacy students through verbal interviews and oral proficiency exams
Assisting with basic clerical responsibilities in the Literacy Office
Assisting at in-house and off-site literacy programs and events
Working 15-17.5 hours per week including days, nights, weekends
and possible holidays

Qualifications Required:

Ability to speak, read, and write and understand fluent Spanish
Good command of the English language
Excellent Customer Service
Organized and willing to learn
Experience with computers is essential
Applicant must have a flexible schedule
Preference is given to William Floyd School district residents
Applicant must have a high school diploma or GED

Starting wage: \$13.13 per hour

Applications are available at the Adult Information Desk or in the Literacy Office
Contact: Carmen Navarro-Gao, Literacy Volunteer Program Assistant 399-1511
ext. 220

