



## NOTICE OF POSITION

**Dept:** Reference & Adult Services

**Date Posted:** 07-15-2025

**Job Title:** Part-Time Library Clerk

**Closing Date:** 08-01-2025

**Job Notice #:** RASD825PUB

**Approximate Start Date:** 08-25-2025

### Responsibilities:

- Applicant must be able to work up to 17.5 hours per week; including weekends, days, nights and holidays at our library branches and main building.
- Register patrons for library programs and other services.
- Answer and screen telephone requests at busy Reference Desk.
- Reserve and interlibrary loan library materials for patrons.
- Assist patrons with the use of public computers and the Internet in our computer lab
- Assist patrons with the use of the equipment and technology in the makerspace (i.e. 3D printing, laser engraving, and sublimation).
- Daily use of Microsoft Office applications.
- Promote use of library programs and databases.
- Perform a variety of clerical tasks to support the Reference Desk and library operations.

### Qualifications:

- 18 years or older and high school graduate or GED equivalent.
- Excellent phone and communication skills.
- Pleasant, welcoming demeanor and strong customer service skills.
- Must be organized and highly detail oriented.
- Basic knowledge of MS Office applications.
- Use of automated library systems, databases, and other library software.

**Starting Salary:** \$23.00 per hour.

Applications must be e-mailed to [employment@communitylibrary.org](mailto:employment@communitylibrary.org) Employment applications can be found on our website: [www.communitylibrary.org](http://www.communitylibrary.org)

Only candidates being considered will be contacted.

***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***