

## **JOB OPENING AT DANIEL PIERCE LIBRARY**

**PT Library Clerk**

**\$15.50/hour**

The Daniel Pierce Library is seeking a part-time Library Clerk who will be responsible for performing essential library functions and providing excellent customer service to our patrons. The Daniel Pierce Library is located in Grahamsville, NY and serves the residents of the Tri-Valley Central School District.

### **Responsibilities:**

- Works at the circulation desk, checks materials in and out, processes holds and renewals, shelves books and assists patrons
- Assists with library programs and events including but not limited to, setting up and taking down tables, chairs, signs, and displays
- Performs other duties, as needed

### **Qualifications:**

- High School or equivalency diploma. Associate's Degree preferred
- Demonstrated ability to work in a team setting but can also work independently
- Excellent communication, interpersonal and technology skills
- Ability to work in a dynamic library environment

### **Schedule:**

- This position has varying hours, ranging from 10-18 hours per week. Will be expected to work the Tuesday and Thursday night shift (3:00 pm – 7:00 pm) and Saturdays when open

**Interested applicants should submit a cover letter and resume to [crusso@rcls.org](mailto:crusso@rcls.org)**