

## **Library Clerk Position**

The Livingston Manor Library seeks an enthusiastic and dependable person for a 15-hour per week Library Clerk position. The position will require you to be the first contact with our patrons at the circulation counter. The successful candidate must have the ability to express ideas clearly and accurately (both orally and in writing), to be attentive to detail, to interact tactfully and courteously with patrons and staff, and to have demonstrated familiarity with the MS Office suite and web-based platforms. Duties include but are not limited to: answering email and phone inquiries, collecting fines, and a variety of special projects as assigned.

**MINIMUM QUALIFICATIONS:** A bachelor's degree or two years of office or library experience is required. Familiarity with Sirsi-Dynix Symphony library software is a plus. Must be available to work Wednesdays from 10:00am - 5:00pm and two Saturdays a month from 10:00am - 1:00pm.

### **COVID-19 CONSIDERATIONS:**

Applicants must be able to follow all of the Library's COVID-19 health protocols. Library Clerks participate in sanitizing patron and staff workstations during their shifts.

**Livingston Manor Free Library is an equal opportunity employer.**

### **TO APPLY:**

Interested candidates please email a cover letter explaining why you might be a good fit for the job, a copy of your resume, and two employment references to: [livcirc@rcls.org](mailto:livcirc@rcls.org).

No phone calls or drop-ins.

Deadline for submission is **05/17/2022**.

Qualified applicants will be contacted for an interview.