

Library Clerk 2 - Green Haven Correctional Facility

This is a 20-hour position (days/time are flexible)

Description

The Library Clerk 2 assists the Senior Librarian with the following tasks:

Supervision of incarcerated library staff and patrons when Senior Librarian is away from library

Readers' advisory

Circulation and cataloging of library materials

Running reports: monthly statistics, late notices hold notices etc.

Collecting books from book deposit boxes

Delivering reading materials from areas of the facility housing incarcerated individuals who are unable to come to the library

Some collection development and weeding

There is some lifting and physical activity involved with this job.

Requirements

Candidates must have a HS diploma and one year experience working in a library

Or

30 semester hours of college study including at least 9 semester credit hours in Library/Information Science, Computer Science, Information Studies

Familiarity with MS Office is appreciated

Starting pay: \$18.69/hour, health benefits are available with this this position at 20 hours/week

Please note:

If you would like to speak to Eileen Pucci, Senior Librarian at Green Haven CF informally about working as a corrections librarian, please feel free to call at 845 221-2711 (dial 0 for the operator when prompted and ask for the General Library) Monday - Friday 1-3pm.

Submit resume to:

Human Resources
Green Haven Correctional Facility
594 Route 216
Stormville NY 12582