

(2) PART-TIME CLERK POSITIONS AVAILABLE

These are Non-Competitive Civil Service positions. You do not need to be on a Civil Service list, and your name will not be removed from a list.

The Plainview-Old Bethpage Public Library is seeking 2 enthusiastic individuals dedicated to public service to work as Clerks in the Library.

Position 1: Circulation Clerk- The schedule will require up to 17 hours per week and will include nights and Saturday hours as needed.

Position 2: Business Office Clerk- The schedule will require up to 17 hours per week (11 am – 3 pm)

RESPONSIBILITIES:

- Greet and assist patrons at our public service desks
- Answer and redirect phone calls
- Check-in/out library materials
- Record keeping/filing
- Other related tasks as assigned

QUALIFICATIONS:

- High School Diploma or equivalent
- Applicant must possess strong customer service, oral, and written communication skills
- Computer experience is required for record-keeping and other library functions
- Able to work independently and as a team.

HOURLY SALARY RANGE:

- \$18.00 - \$21.00

Interested candidates may apply by emailing a resume no later than

Monday, August 26, 2024 to:

employment@poblib.org

The Plainview-Old Bethpage Public Library is an equal-opportunity employer.