

WE'RE HIRING

PART-TIME LIBRARY CLERK SUB

The Library has immediate opportunities for Temporary Part-Time Library Clerk Sub positions.

This is an ongoing search and there is no deadline for submission of materials. However, priority for interviews for the current openings will be given to applications received by October 17, 2022

<p>Essential Duties of the Position</p> <ul style="list-style-type: none">• Checking out and checking in materials.• Shelving, pulling holds, looking for missing items.• Registering and renewing library cards.• Placing holds for patrons, instructing patrons on how to use the online catalog and other library software.• Processing fines & fees, charging for lost/damaged items.• Upholding library policies.• Developing or assisting on various projects as determined in yearly Professional Development Plans.• Participating in group staff trainings.• Providing basic assistance to patrons with public computers, downloadable library materials and other library technology.• Following special COVID-19 guidelines and procedures. <p>Desired Qualifications</p> <ul style="list-style-type: none">• Ability to work in a team environment.• Scheduling flexibility.	<p>Scheduled Hours</p> <ul style="list-style-type: none">• Clerk Subs do not work set schedules from week to week but instead fill the gaps that come up on our regular schedules.• Our roster of Clerk Subs works a total of approximately 15-25 hours per week depending on the season. <p>Compensation and Benefits</p> <ul style="list-style-type: none">• \$13.20 per hour• Eligible to enroll in NYS Retirement System and NYS Deferred Compensation plan (voluntary) <p>Applicant Instructions</p> <ul style="list-style-type: none">• Those interested and meeting minimum requirements must apply through the Ontario County Online Employment Portal at https://ontario-portal.mycivilservice.com/account/index. The Library has public computers if applicants need help applying.• The Library will follow up with applicants if interested in scheduling an interview.
--	---