



### **Library Clerk Position**

Cordelia A. Greene Library is looking for a dependable, friendly and community oriented individual to help during afternoons and evening hours.

#### **Work Schedule and Compensation**

This position is 10-15 hours a week and requires the candidate to work afternoons and evenings Mondays, Wednesdays and Fridays. Based on candidate availability, they may also occasionally be asked to substitute on Tuesdays and Thursday shifts.

This position will start immediately and run through the end of 2025.

The pay is \$15.50 per hour.

#### **Responsibilities**

- Provide all circulation services to patrons.
- Assist patrons seeking materials and information in all formats.
- Answer telephones in a courteous and friendly manner.
- Operate copier, printer, computers, and other office equipment, providing help to patrons as needed.
- Maintain accurate financial information on a daily basis.
- Assist with planning and implementation of library programs.

#### **Requirements**

- High school diploma; some college preferred.
- Strong computer skills.
- Technological literacy.
- Ability to multi-task.
- Self-confidence and patience.
- Good communication and interpersonal skills.
- Friendly and courteous attitude.

Please email a resume and cover letter to [castilelibrarydirector@owwl.org](mailto:castilelibrarydirector@owwl.org). Priority will be given to applications received on or before June 2<sup>nd</sup>.