



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 approximately 11 hours a week and requires the candidate to work afternoons and evenings Mondays, Wednesdays and Fridays. The pay is \$16.00 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. Priority will be given to applications received on or before October 29th at 5 PM.