Psst... did you hear? There's a job opening at the Catskill Public Library!

Do you enjoy helping people? Are you comfortable with technology? Have previous retail or customer service experience?

We are looking for individual(s) who:
- enjoy interacting with people of all ages and backgrounds in a fun, friendly environment
- are comfortable using Apple products, Microsoft software and Google workspace
- are team players
- are self-starters

Library Clerk

Minimum qualifications:
- graduation from high school or possession of a high school equivalency diploma
- computer literate
- proof of vaccination is required

This position will have a flexible schedule:
- days, evenings, and alternating Saturdays (10 am to 2 pm)
- approximately 20 hours per week

This is a Provisional Civil Service position.
- salary range is $15.10-$16.25 per hour, depending on experience
- training and some benefits are provided
- please see the next page for the Library Clerk job description from Greene County Civil Service

Come join our Team!

Please drop off or email your cover letter, resume and references to director@catskillpubliclibrary.org with the subject heading "Library Clerk Position". No phone calls please.

1 Franklin St.
Catskill, NY 12414
(518) 943 - 4230
(518) 943 - 1439
catskillpubliclibrary.org
The work involves the performance of routine library clerical duties necessary for the proper organization and circulation of library materials. No prior knowledge of library procedures is required; on-the-job training is provided. Work is performed under the direct supervision of higher-level clerks or Librarians. May supervise pages and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Arranges or files materials according to library filing rules;
- Performs routine searches of and updates to computer records;
- Registers patrons and issues borrowers’ cards according to library procedures;
- Registers and assists patrons with public access computers, fax, and copy machines;
- Assists patrons in locating library materials;
- Performs routine circulation, reserve, and overdue functions, including the collection of library fines and fees;
- Makes and checks routine arithmetic computations;
- Operates a computer and uses a wide variety of library-related programs;
- Operates office machinery such as photocopiers, fax machines, or computers;
- Answers the telephone and takes messages;
- Calls patrons to deliver messages or information on library materials;
- Types cards, lists, labels, or short entries on forms;
- Performs or assists in opening and closing the library according to established library policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
- Working knowledge of office terminology, procedures, and equipment as applied to library clerical work;
- Working knowledge of business arithmetic;
- Working knowledge of library filing and shelving rules;
- Good knowledge of windows office programs;
- Ability to understand and follow oral and written instructions;
- Ability to operate an alphanumeric keyboard such as a typewriter, terminal, or personal computer accurately—skilled typing is not necessary;
- Tact and courtesy in dealing with staff and the public.

MINIMUM QUALIFICATIONS:
Graduation from high school or possession of a high school equivalency diploma.