

**BABYLON PUBLIC LIBRARY  
24 SOUTH CARLL AVENUE  
BABYLON, NY 11702**

**JOB POSTING**

- Position:** Substitute Circulation Clerk
- Effective Date:** Immediately
- Hours:** Hours vary, depending on needs of the library. Flexibility is a plus. Previous library experience preferred.
- Qualifications:** Must meet Suffolk County Civil Service Requirements.
- Job Description:** Work at the Circulation desk; check items in and out for patrons, answer phones and direct calls, call patrons who have items to pick up, check items in from book drops and SCLS bins. Make library cards. Assist patrons with copying and faxing. Register patrons for programs. Sell vendor tickets.
- Salary:** \$15.25/hour.
- Application:** Qualified candidates are invited to submit an application by November 4, 2022. Application forms are available at the Library's Circulation Desk.

**SUBMIT TO:**

**Karen Sonnessa, Head of Support Services  
Babylon Public Library  
24 South Carll Avenue  
Babylon, NY 11702**

**AN EQUAL OPPORTUNITY EMPLOYER**