



Circulation Department Clerk

Description of Duties:

Issues and returns all library material.
Registers patrons for library cards.
Answers and routes telephone calls.
Computes, collects, and records fines.
Notifies patrons when reserved materials become available.
Performs various computer functions.
Assists with other library tasks and projects as needed.

Knowledge, Skills, and Abilities:

Ability to work well with the public.
Good Physical condition to work in a fast paced environment.
Good communication skills.
Good clerical skills including computer knowledge.
Reliable/friendly/team player.
Able to work a flexible schedule.
Willingness to learn new tasks in a changing environment.
Multilingual a plus.

Qualifications:

High School Graduate

Hours Available:

35 Hours per week (including weekends and nights)

Compensation

Competitive salary plus medical insurance, retirement plan, paid vacation, sick, personal and holidays

Contact: Toni Walker, Head of Circulation

email: twalker@myrml.org

Tel 631-283-0774 ext 515

Application Deadline: December 19, 2022