



PART TIME LIBRARY CLERK 21 TO 28 HOUR POSITION

The Riverhead Free Library seeks a personable, service-oriented individual to fill a part time clerk position in our Patron Services Department and Adult Computer Lab.

Job duties:

- Assisting patrons with checking materials in and out, signing up for programs, assisting with self-check, printing, copier, scanner and fax machines
- Issue guest passes for public computers and manage user sessions (record ID information, extend time, collect money for printing)
- Use cash register to collect fines and payments using cash and credit card, sell discount tickets and library promotional items
- Answer telephone and assist patrons with phone requests: renewing books, signing up for programs, giving information on library programs, transferring calls to other departments, etc.
- Maintaining hold shelf and assisting in patron holds notification
- Assist patrons with the basic use of internet resources and standard computer software
- Performance of other duties as required

Qualifications:

- High School diploma or equivalent required
- Ability to communicate effectively and in a friendly manner with patrons and staff
- Schedule will include days, nights and weekends. Current schedule needs are Monday and Thursday evenings, and Friday 9-5 with Saturday & Sunday in rotation

Salary:

- \$16.79 per hour

Benefits:

- Membership in NYS Retirement System

Interested candidates should email a resume and cover letter by Tuesday, September 5, 2023 to Catherine Montazem, Assistant Director, catherine.montazem@riverheadlibrary.org, using the subject line Clerk Position.