



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:

- Assist patrons with checking materials in and out, signing up for programs, self-checkout machine, printer, 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: renew books, sign up for programs, give information on library programs, transfer calls to other departments
- Maintaining hold shelf and assisting in patron holds notification
- Assist patrons with the basic use of internet resources and standard computer software
- Strong technology skills, including MS Office, Google Workspace, PCs, Macs, tablets, and e-readers
- 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
- Evening and weekend availability required.

Salary:

- \$16.79 per hour

Benefits:

- Membership in NYS Retirement System

Interested candidates should email a resume and cover letter by Friday, November 3, 2023 to Ben Granger, Head of Patron Services, benjamin.granger@riverheadlibrary.org, using the subject line Clerk Position.