



Job Posting: Part-Time Library Clerk (21 Hours)

Department: Patron Services

Riverhead Free Library is seeking a friendly, reliable, and detail-oriented **Library Clerk** to provide excellent customer service and support daily operations in our Patron Services Department and Adult Computer Lab. This position plays a key role in creating a welcoming and efficient experience for our patrons.

Key Responsibilities:

- Assist patrons with check-in/check-out, library cards, and account inquiries.
- Process holds, overdue materials, and payments using the Square register system
- Assist patrons with basic computer use and library resources in the Adult Computer Lab
- Perform routine clerical tasks such as data entry, filing, and record maintenance
- Assist with shelving, organizing, and preparing materials for circulation
- Help create and maintain library displays and promotional materials

Qualifications:

- High school diploma or equivalent.
- Customer service experience preferred; prior library experience a plus.
- Strong written and verbal communication skills.
- Solid organizational skills and comfort using computers and basic technology
- Familiarity with the Sierra ILS is a plus
- Ability to lift and move library materials.
- Availability to work three shifts per week, including evening hours and one weekend per month

Benefits:

- NYS Retirement System
- Earned vacation, personal, and sick time
- Starting salary: **\$17.98/hour**

To Apply:

Send a cover letter and resume to catherine.montazem@riverheadlibrary.org.

Riverhead Free Library is an equal opportunity employer. We welcome applicants from diverse backgrounds and experiences.