



## Job Posting: Technical Services Clerk (Full-Time)

The Riverhead Free Library is seeking a detail-oriented and reliable individual to join our team as a Technical Services Clerk. This position is responsible for performing a range of clerical and technical duties related to the acquisition, receiving, and processing of library materials to ensure timely and accurate access for patrons. This is a full-time, senior clerk position reporting to the Purchasing Coordinator.

### Key Responsibilities:

- Orders library materials as assigned
- Enters and maintains accurate records in the cataloging system
- Receives and checks in materials ordered by library staff
- Processes library materials and prepares items for circulation
- Compiles and maintains monthly statistics
- Maintains logs of backorders and invoices to support bookkeeping processes
- Performs basic repair of library materials as needed
- Assists with weeding projects using circulation data and reports
- Removes materials from the cataloging system when necessary
- Counts cash drawers and performs register procedures as needed
- Communicates effectively with vendors
- Collaborates with library staff across departments
- Performs a variety of clerical tasks with speed and accuracy

### Qualifications

- High school diploma or equivalent required; college degree preferred
- Working knowledge of the library OPAC, Sierra functions, and computer applications used in library services
- Strong attention to detail and organizational skills
- Excellent communication and interpersonal skills
- Ability to perform physical tasks, including bending, stooping, standing, walking, reaching, and carrying; ability to lift, push, pull, or move materials and equipment up to 50 lbs

### Hours, Wages, and Benefits

- Full-time position, 35 hours per week; Monday through Friday, 9:00 AM – 5:00 PM, with a rotating Saturday and occasional evening hours as needed
- Participation in the NYS Retirement System; Empire NYSHIP health insurance (100% employer-paid for individual coverage); includes earned vacation, personal, and sick time
- Starting salary: \$19.60 per hour

### To apply:

Please email your letter of interest and resume to [catherine.montazem@riverheadlibrary.org](mailto:catherine.montazem@riverheadlibrary.org). Applications will be reviewed upon receipt and will continue until the position is filled.