

# **Position Available: Library Clerk Town of Keene**

Position: Library Clerk

Hours: 5-15 hours a week year round

Rate of Pay: \$17.17

Must be available to work some evenings and Saturdays

## **Role and Responsibilities**

- Circulation functions (Horizon), including checking items in and out, processing new and renewed library cards, entering patron interlibrary loan requests, answering questions about patron accounts, and updating patron records
- Processing the daily request list
- Shelving returned items
- Assisting patrons with technology and printing
- Monitor bathroom supplies and tidiness
- Light Cleaning

## **Essential Traits for Clerk Candidates:**

- Ability to understand and carry out written and oral directions
- Ability to get along well with others
- Ability to work independently
- Must be able to communicate effectively with the public

## **Minimum Qualifications for Pages:**

- High School Degree
- Some Computer knowledge

Please send a resume and application to [keenepubliclibrary@outlook.com](mailto:keenepubliclibrary@outlook.com). If you have any questions, please contact us at the email above or call 518-576-2200