



Western Sullivan Public Library

Employment Opportunity

LIBRARY CLERK

Do you have a love for libraries? The Western Sullivan Public Library is seeking an energetic, motivated, and customer service-oriented person for the position of part-time Library Clerk. The position requires excellent customer service skills, ability to operate computers and common office software programs, ability to understand and follow oral and written instructions; tact and courtesy in dealing with staff and public; ability to move delivery boxes up to 70 pounds and lift 30 pounds, stand for extended periods of time, sit, bend, kneel, crouch and climb stairs. View full job description at <https://sullivan-portal.mycivilservice.com/main/showdesc/Library%20Clerk.pdf>

MINIMUM QUALIFICATIONS: To be eligible for appointment, candidates must demonstrate entry-level clerical aptitude and competence by successfully participating in an entry-level clerical examination.

WORK SCHEDULE: Twenty-six hours per week including evenings and Saturdays. The library has three branches in Jeffersonville, Callicoon, and Narrowsburg. The position is primarily at the Narrowsburg and Jeffersonville locations.

SALARY: Part-time position starts at \$16.72 per hour.

BENEFITS: The library provides vacation, enrollment in the New York State Retirement System, and sick leave/personal leave for part-time employees.

ADDITIONAL INFORMATION: This position is subject to Sullivan County Civil Service Rules. Requirements for permanent appointment to this position include satisfactory completion of both a Civil Service examination and a 26-week probationary period.

HOW TO APPLY: Go to the Sullivan County Personnel's employment portal at <https://sullivan-portal.mycivilservice.com/jobopps>, click on the Continuous Recruitment tab, and apply to set up an exam date for the Entry Level Clerical Position.