JOB OPENING

There is a part-time Clerk III /Typing opening in the Arts and Literature Division at the Central Library of the Rochester Public Library. Anyone meeting the following qualifications is invited to apply:

- Anyone who is currently a part-time Clerk III/Typing and would like a transfer in grade; OR
- Anyone possessing a high school diploma or GED; **PLUS two years full-time or four years part-time experience, performing general clerical activities which include entering data into a personal computer; OR**
- Anyone possessing an associate degree in Secretarial Science.

**DUTIES:**

- Process and link division materials;
- Create and replace spine labels on books;
- Communicate with Catalogue and Acquisition Departments to resolve order issues;
- Keep new book displays current;
- Assist with book mending;
- Search for traced items;
- Order and maintain office supplies;
- Distribute mail;
- Assist librarians with collection weeding projects;
- Provide clerical support for division programs as needed;
- Assist with special projects as needed.

**SPECIAL SKILLS:**

- Strong attention to detail;
- Familiarity with CARL;
- Computer knowledge and comfortable using Word and Excel;
- Ability to work independently and on a team;
- Ability to lift boxes and maneuver heavy book trucks.

**HOURS:** 20 hours per week; Monday through Friday (between the hours of 8:30 am – 5:00 pm)

**RATE OF PAY:** $17.64 to $20.12 an hour.

**INSTRUCTIONS TO APPLICANTS:** Applicants should respond by submitting an employment application to the Rochester Public Library, Personnel Office at: 115 South Ave., Rochester, NY 14604 by Friday, March 20, 2020.