



Vacancy

There will be a part-time **Clerk III /Typing vacancy** in the Circulation Department 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 using word processing**; OR
- Anyone possessing an Associate's Degree in Secretarial Science.

DUTIES:

- Charges, discharges, renews, and sorts materials borrowed or returned;
- Registers borrowers, issues library cards, updates patron records, places stops when necessary;
- Reviews problems regarding overdue materials and fines directly with patrons using CARL;
- Records financial transactions on cash register;
- Assists patrons with print station and fax machine;
- Monitors workflow in the department on weekends;
- Answers questions and assists other clerks as needed;
- Assists patron with computer use in the absence of Information Desk staff;
- Waives patron fines if necessary;
- Responsible for opening and/or closing the department; entails counting and recording cash in the cash register and change drawer, preparing startup pouch for next day, taking cash register readings and making sure the cash is secured.

SPECIAL SKILLS:

- Tact and personable manner in dealing with the public and staff;
- Neat appearance;
- Well organized;
- Ability to comprehend and use computer terminal, printers, cash register, and other equipment as required by the nature of the job;
- Work well under stress;
- Ability to work with a variety of people;
- Ability to push and maneuver heavy loaded book trucks.

HOURS: 20 hours per week: Saturday 9-5; Monday 4:30-8:30; Wednesday 4:30-8:30; Thursday 1:30-6 (Library is closed weekends during the summer; schedule will be adjusted to reach 20 hours).

RATE OF PAY: \$16.95 to \$19.34 an hour

INSTRUCTIONS TO APPLICANTS: Applicants should respond in by submitting an employment application to the Rochester Public Library Personnel Office at: 115 South Ave., Rochester, NY 14604 by August 18, 2017.