



PO Box 935 • 27550 Main Road  
Cutchogue, New York 11935  
PHONE 631-734-6360 FAX 631-734-7010  
[www.cutchoguelibrary.org](http://www.cutchoguelibrary.org)

---

## **Part Time Library Clerk – Job Opening**

The *Cutchogue New Suffolk Free Library* is seeking a part-time Library Clerk to join our Circulation team. The right candidate will be enthusiastic, service-oriented, flexible, self-motivated, collaborative, and dedicated. The schedule will include evenings and weekends, averaging 22.25 hours per week. Please see the job description below.

### **LIBRARY CLERK JOB DESCRIPTION**

Under direct supervision, a library clerk performs clerical duties, and assists patrons in using the materials and equipment in a library. Close supervision and detailed instructions are received during training and with new assignments. Routine assignments are carried out independently, the incumbent is expected to use initiative, and judgment as experience is gained. A library clerk performs additional duties as required. A supervisor will review a clerk's work through direct observation and evaluations.

### **TYPICAL WORK ACTIVITIES**

- Proficient use of Sierra software
- Explain rules and procedures to library patrons as is necessary
- Create new library cards for patrons
- Aid in reserve requests, and notify patrons when materials become available
- Answer telephones, provide information to callers, and transfer calls
- Assist patrons with library materials and equipment lending
- Assist patrons with copier, scanner and fax machines and other technologies/services
- Efficient use of cash register, daily money counts, petty cash, and cash receipts
- Collect items from book drops
- Collect and sort mail and deliveries
- Stay well-informed of library services and daily programs for optimum customer service
- Knowledge of opening and closing procedures

### **UNIQUE DUTIES AND RESPONSIBILITIES**

- Reserve, check in, and check out of museum passes, and Library of Things collection for patrons using EventKeeper software
- Clearing the hold shelf, transfer paged items
- Creating paging lists
- Print and process overdue and bill notices

---

The mission of the Cutchogue New Suffolk Free Library is to promote lifelong learning through the acquisition, organization and preservation of information, and through offering services in an environment that will support the community's educational, cultural, recreational, and professional interests.



PO Box 935 • 27550 Main Road  
Cutchogue, New York 11935  
PHONE 631-734-6360 FAX 631-734-7010  
[www.cutchoguelibrary.org](http://www.cutchoguelibrary.org)

- Troubleshoot patron account issues
- Merchandise and Friends of the Library sales
  - Help promote sales
  - Maintain and organize Friends Lobby shelves
  - Process incoming patron donations
- Assist with processing and other duties as assigned

### **SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Knowledgeable of library policies, procedures and equipment (including computer, scanner, printer, copier, cash register, and other devices)
- Awareness of library terminology; follow library & consortium (Suffolk Cooperative Library System) rules in regards to item circulation
- Proficient in Sierra software
- Well versed in technology – general computer use, email, word processing
- Ability to understand and follow oral and written instructions
- Accuracy and reasonable speed with simple arithmetic calculations
- Capable of maintaining effective working relationships with co-workers
- Courteous and thorough customer service for all patrons and the general public
- Responds well to constructive criticism, and improves upon it
- Willing and flexible with schedule, such as filling in when necessary or working extra when help is needed for special events
- Ability to adapt and be flexible in an ever-changing environment is a requirement of the Library Clerk position

Employee must be able to lift a minimum of 25 pounds; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS**

No minimum education or experience requirements for this position.

Please email your resume and job application\* to:

Rosemary Winters, Library Director

[rosemary@cnsfl.org](mailto:rosemary@cnsfl.org)

631-734-6360

\*Visit: <https://cutchoguelibrary.org/library-info/employment-opportunities/> for an application.