

Order Number:

NY1488129

Date Job Order Received:

02/15/2024

Number of Openings:

1

Company Name:

Carthage Central School District

Job Title:

Library Clerk

Minimum Experience Required:

1 year

Job Description:

Carthage Central School is looking for a full time Library Clerk at Carthage Elementary School. This is a Civil Service position. Applicants must currently be active on a Library Clerk Civil Service list. 7.5 hours per day, 10 month position Location: Carthage Elementary Date Available: ASAP Closing Date: 02/20/2024 BUILDING: Carthage Elementary AVAILABLE: ASAP SALARY: \$20.24 to \$21.25 Serves at the circulation desk issuing, renewing and receiving library materials; Shelves magazines, books and inspects shelves to maintain proper catalog order; Processes new books by preparing call numbers, catalog cards, shelf list, pockets, book cards and jackets; Files catalog cards, overdue notices, magazines, shelf list cards, supply catalogs and other materials; Issues borrowers identification card according to established procedures; Processes overdue books by calling patrons, sending reminders, bills, etc.; Takes reserve orders from patrons via telephone and in person; Serves as primary media services contact for library patrons and processes requests for multi-media services; Processes purchasing request for the multi media center; Operates media equipment such as projectors, audio recorders, video records, etc.; Develops and maintains a database of booklets, catalogs and other resource material; Packs and unpacks media materials; Enters and retrieves information using a computer terminal and standard catalog card file; Receives, checks and catalogs library materials such as periodicals, books and audio visual material; Issues audio visual equipment for use in the library; May type cards lists, labels, etc., not requiring skilled typing; Assists patrons in utilizing Library search methods and helps patrons locate materials; May assist Librarian in preparing displays to promote reading activities; Prepares a variety of related reports and records. MINIMUM QUALIFICATIONS: Either: (A) Graduation from high school or possession of a high school equivalency diploma and one year of experience in maintaining financial accounts or records; OR (B) Graduation from high school or possession of a high school equivalency diploma and completion of one year of study in a regionally accredited or New York State registers college, university, or business school included or supplemented by a minimum of 6 semester credit hours in accounting or bookkeeping.

Job Location:

Carthage, New York

Pay:

\$20.24 - \$21.25 Hourly

Benefits:

No benefits mentioned.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, or on-line:

Phone: Church, Taylor (315) 493-5148

Web-site: <https://www.applitrack.com/carthagecsd/onlineapp/default.aspx?all=1>