



Part-time Library Clerk **(Civil Service Title: Library Clerk)**

Anticipated Wage: \$16.00 / Hour

Benefits: NYS Paid Sick Leave, NYS Retirement System (NYSLRS) eligible

Full-Time: Approximately 15 Hours/Week

Position Summary:

Performs all of the general duties of an Information Desk Clerk.

Essential Duties:

- Check-in/check-out materials, placing and retrieving item holds,
- Assists patrons in placing holds/finding items they are looking for
- Provides patrons with a welcoming, friendly, and helpful experience at the library
- Keeps up to date on library events and policies
- Assists with patron's technology issues to the best of ability
- Helps patrons find resources and/or information they are requesting
- Properly executes the opening/closing procedures specified by each floor
- Completes other tasks as assigned by supervisor

Minimum Qualifications: High School Diploma or equivalent

Training will be provided. More information on the position and how to apply can be found on the Ontario County Human Resources website.

The Geneva Public Library serves as a vital resource for the Geneva region and the Central Library for the OWWL Library System. Situated at the north end of Seneca Lake, in the heart of the Finger Lakes, the library is an information hub and a thriving community center, welcoming over 100,000 visitors annually. Through focused outreach initiatives and strategic partnerships, we continually expand our services to reach those who need them most. Together, we are building a culture of lifelong learning, empowerment, and meaningful connection.