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April 1, 2024

## HIRING: LIBRARY CLERK

The Montour Falls Memorial Library is seeking a dedicated and enthusiastic individual to join our team as a Library Clerk. Library Clerks play a vital role in supporting library operations and providing outstanding customer service to our community members. The ideal candidate is passionate about libraries, enjoys working with the public, and is eager to contributing to our community.

This position is full-time at 32-hours per week with an hourly wage of \$16. There are no benefits programs or packages however, PTO is available per policy. The Library Clerk's schedule is subject to change based on library and scheduling needs. Evening and weekend availability are required.

### Qualifications:

- High school diploma or equivalent
- Strong written and verbal communication skills; organized and punctual
- Excellent customer service skills
- Attention to detail and able to multitask in a public-facing setting
- Previous library or customer service experience is preferred but not required

Interested candidates may submit a cover letter, résumé, and any inquiries in-person, by mail, or email by Monday, April 15<sup>th</sup>. We look forward to adding a new member to our team!

Your Name  
Library Director  
[montourfalls@stls.org](mailto:montourfalls@stls.org)