



## **Library Clerk Part-Time**

This position works under the supervision of the Head of Adult Services; may include some supervision of pages and/or volunteers.

### **Duties:**

- Staffs the circulation desk – circulates materials, places holds, issues library cards, collects fees using online library system
- Provides directions and information to patrons, refers to librarians as needed
- Assists patrons with use of available machines and technology, including copier, fax machine, and patron computers
- Answers phone, assists patrons, transfers calls as needed
- Provides patrons with information about library programs
- Assists with shelving, program room set up, book donations, and safety issues
- Other duties as needed

### **Qualifications:**

- High School or equivalency diploma
- Strong interpersonal skills, including tact and courtesy in dealing with the public and coworkers
- Familiarity with computers, Microsoft Office, and ability to handle new technology as needed
- Flexibility, a sense of humor, patience, initiative, and a positive work attitude
- Physical strength and dexterity are required to handle library items, stand for extended or continuous periods of time, ability to climb staircases, and handle boxes up to 35 pounds in weight

**Work Schedule: Monday 1:30 – 7:00 PM, Friday 8:30 AM – 5:00 PM (13.5 hours/week), plus 1 Saturday a month**

**Salary: \$16.00/hr**

**Application: Due Friday, August 1, 2025.** Please fill out our application along with a letter of interest and send to:

Kristi Chadwick  
Director  
Ballston Community Public Library  
2 Lawmar Ln  
Burnt Hills, NY 12027  
[kchadwick@sals.edu](mailto:kchadwick@sals.edu)

Date Reviewed:



**BALLSTON  
COMMUNITY**  
PUBLIC LIBRARY


Contact for Interview:

☐ Yes ☐ No

## Application for Employment

Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred Contact Method: ☐ Text ☐ Call ☐ E-mail  Please Check One Method\*

What position are you applying for? \_\_\_\_\_

Current Employer: \_\_\_\_\_ Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

List job skills which you feel might apply to this position and explain why:

---

---

---

Community/Volunteer Activities:

---

---

Please list 3 references (no relatives) with phone number:

---

---

---

Ballston Community Public Library  
2 Lawmar Lane  
Burnt Hills, NY 12027

Phone: 518.399.8174  
Fax: 518.399.8187  
bcpl.sals.edu

*\*Applications will be kept up to one year after submission\**