

Library Clerk Position Available

Come join our team! C. C. Mellor Memorial Library has an immediate opening for a part-time position as Library Clerk. The hours are Tuesdays 1-8, Thursdays 3-8, and two Saturdays a month. There will be opportunity for additional hours. Starting pay is \$8 an hour, which will be revisited after three months.

We are a busy community library that serves patrons of all ages. A genuine desire to work with people is a MUST for this job. We have a fantastic community and a well-utilized library. Library clerks assist our patrons by: checking out library materials, locating information and assistance with basic computer usage. Library clerks also do a lot of behind the scenes work shelving and processing books, helping out with preparing programs, and basic library maintenance.

Applicants must have at minimum a high school diploma or GED, pass background checks, have computer skills including Microsoft Word and Excel. Proficiency in Sierra circulation system is preferred. Applicant must be able to stand for long periods of time, be able to bend, and lift at least 30 pounds.

Deadline for submission of application, resume or letter of interest: Wednesday December 6.

Applications may be submitted via mail to Erin Pierce, C.C. Mellor Library, 1 Pennwood Ave., Pittsburgh, PA 15218, or via email to piercee@einetwork.net.

Applications are available at each circulation desk and on our website, www.ccmellorlibrary.org.