PART-TIME CLERK/LIBRARY

Town of Stoughton

Wanted: Part-time Clerk - Stoughton Public Library. This is a non-benefited part-time position requiring 2-3 nights (5-9 pm), some days and Saturdays, not to exceed 19 hours per week.

Duties/Responsibilities: Include but are not limited to Circulation Desk Customer Service - checking in/out library materials, patron registration, distribution of library cards, assisting patrons, using on-line catalog and other library equipment, answering queries, organizing materials, and any related duties, as directed by supervisor.

Qualifications: High school diploma and experience in a library or other public service setting; familiarity with computers including word and excel. Requires excellent customer service skills and enjoys working with the public. All applicants must be able to pass a criminal background/CORI check and a pre-employment physical including drug testing.

Starting salary: $15.69/hr. Resumes with Cover Letters will be accepted until position is filled at: Town of Stoughton Human Resources Dept., 10 Pearl St., Stoughton, MA 02072.

“The Town of Stoughton is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information."