



Library Clerk-Typist II

Summary of job responsibilities

The Finkelstein Memorial Library at 24 Chestnut Street, Spring Valley, NY seeks a full time Library Clerk-Typist II for our Circulation Department. This busy department proudly contributes to the Library's overall service to over 100,000 diverse patrons. This is a Union position, 35 hours/week, which includes working a weekly night and 1 Saturday per month. This is a supervisory position that reports to Head of Circulation Department.

Job Description

- Provides outstanding customer service to our diverse community at the Circulation Desk, where duties include: checking patrons in and out, collecting fines, answering the phone, registering new patrons, searching for library books and materials, and other related tasks.
- Supervises daily operations and coordinates clerical functions at the Circulation desk.
- Supervises, orients, trains, schedules, assigns tasks to and reconciles payroll of Circulation staff in Library Clerk I and Clerk Typist positions.
- Resolves patron concerns empathetically while maintaining library policies.
- Possesses ability to explain library services and policies to patrons in a clear and courteous manner.
- Performs related work as required.

Knowledge & Skills

- Demonstrates commitment to providing exceptional customer service.
- Enjoys working with a diverse clientele of all ages.
- Ability to work effectively and efficiently in a fast-paced environment.
- Attention to detail and organizational skills.
- Ability to understand and carry out difficult written and oral instructions.
- Excellent problem-solving and trouble-shooting skills.
- Proficient knowledge of Symphony Workflows ILS preferred.
- Bilingual language skills are a plus.

Minimum qualifications

- Graduation from high school or possession of an equivalency diploma.
- Four (4) years of clerical experience, one (1) year of which must have been library clerical work and one (1) year of which must have involved supervisory duties.

Salary starts at \$54,178 commensurate with training, skills and experience. The Library offers paid time off, a competitive benefits package and participation in the NYS Retirement System. See Rockland County civil service job description for [Library Clerk-Typist II](#). Appointment is provisional pending placement on the civil service list. Position will remain open until filled. **To apply:** please email your resume and cover letter to Assistant Director Beth Zambito at bzambito@rcls.org with the subject "Library Clerk-Typist II application."