



1001 Park Street  
Endicott, NY 13760

(607)757-5350  
[www.gfjlibrary.org](http://www.gfjlibrary.org)

## Principal Library Clerk

**Employment type:** Full-time, provisional permanent civil service position

Are you a customer service-oriented person who loves working with people? Do details and routines spark joy? If so, this job might be for you. We are a progressive and friendly library serving a diverse community and invite applications from candidates interested in joining our team.

### Major Duties:

- Supervising subordinate clerical staff;
- Scheduling and staffing the circulation desk;
- Compiling circulation statistics for library reports;
- Totaling monthly statistics from daily sheets and reporting monthly to the Library Director;
- Using independent judgment to solve complex clerical problems;
- Reconciling daily and weekly cash register receipts.

### Special Qualifications:

- Ability to work with technology;
- Professional and friendly phone etiquette;
- Motivated to learn and grow;
- Can stand, walk, crouch, twist, push/pull up to 65 pounds, and can lift up to 50 pounds;
- Must be able to stand for long periods of time;
- Push and steer a fully loaded book cart.

### Minimum Qualifications:

Graduation from high school or possession of an equivalency diploma and:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one year of library clerical experience; OR

B) Three years of library clerical experience; OR

C) An equivalent combination of training and experience as indicated by the limits of A) and B) above.

## **Hours**

The person in this position will work 37.5 hours per week. Candidates must be available Monday through Friday, mornings, days, evenings, and Saturdays in rotation.

## **Wages and Benefits**

The starting rate of pay is between \$17-\$19/hr. Benefits include paid vacation, holidays, and sick time. Medical, vision, and dental insurance are also available. Enrollment in the NYS retirement system is also available.

## **Statement of Nondiscrimination**

The library is an equal opportunity employer that complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment on the basis of race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

## **To Apply**

Please send a completed Broome County Civil Service [application](#), resume, and three references to:

Seth Jacobus, Library Director  
George F. Johnson Memorial Library  
1001 Park St.  
Endicott, NY 13760

or [en.seth@4cls.org](mailto:en.seth@4cls.org) by Friday, June 11, 2021. Interviews for qualified candidates will be conducted the following week.