

Library Clerk – part-time

Bethlehem Public Library

Bethlehem Public Library is looking for an enthusiastic, customer service and detail oriented individual to join our amazing team in our historic library. Responsibilities include working with library patrons of all ages to issue library cards, access accounts to deliver or reserve materials and re-shelve materials.

Schedule: Monday and Wednesday 1-5pm and every 3rd weekend in rotation (Saturday 10am-5pm, Sunday 12noon-5pm (no Sundays during July and August)).

Pay: \$18.83/hour. NYS & Local Retirement System, NYS Deferred Compensation Plan, Capital EAP, employee paid dental and vision through CSEA, PTO.

Please submit employment application, cover letter and resume to Tracey McShane, Personnel Administrator – tracey@bethpl.org. Employment applications can be found here [employment-application-FINAL.pdf](#). Accepting applications through Tuesday, 1/20/2026.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of routine library clerical duties necessary for the proper organization and distribution of library materials. No prior knowledge of library procedures is required; on the job training is provided. Work is performed under the direct supervision of higher-level clerks, librarians or library manager. Work involves using automated information systems. Incumbents in the position may be required to work irregular schedules to include week-ends and evenings. Work activities require numerous repetitive tasks. May supervise pages and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs routine circulation reserve and overdue functions;
- Provides information to the public at the circulation desk on library policies and procedures;
- Arranges or files materials according to library filing rules;
- Performs routine searches of and updates to computer records;
- Issues and mails overdue notices;
- Calculates and collects overdue payments at circulation desk and makes changes as necessary;
- Assists in maintaining an adequate inventory of books and supplies;
- Inspects returned library materials for damage;
- Enters registrations and circulation reports on computer terminal;
- Distributes books, periodicals, media at the circulation desk;
- Operates office machinery such as personal computer; photocopiers; or fax machines;
- Opens and sorts delivered library materials;
- May perform library services to the public including but not limited to: notary public, exam proctoring, passport acceptance, issuing of licenses or other public documents (hunting & fishing licenses, bus passes, etc.).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of office terminology, procedures and equipment; working knowledge of computer applications;
- Working knowledge of procedures and terminology as applied to library clerical work;
- Working knowledge of the organization of library materials;
- Ability to understand and follow simple oral and written directions;
- Ability to perform simple arithmetic computations;
- Ability to work well with others;
- Ability to assist others in the use of library facilities, including automated systems;
- Tact and courtesy in dealing with the public;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Successful completion of thirty (30) credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees; OR,
- B. Possession of a high school or equivalency diploma and one (1) year of paid work experience in a library setting; OR,
- C. Possession of a high school or equivalency diploma and six (6) months of general clerical work experience which involved dealing with the public and use of a personal computer.