



## **BETHEL PUBLIC LIBRARY**

189 Greenwood Avenue, Bethel, CT 06801

203-794-8756 Fax 203-794-8761

[www.bethellibrary.org](http://www.bethellibrary.org)

### **Bethel Public Library**

**Position Available: Part Time Library Clerk, 19 hrs/wk, \$13.38/hr**

#### **Minimum Qualifications:**

Bachelor's degree required. Working knowledge of computers and office software preferred. Knowledge of automated library systems and the Internet a plus. Library experience is desirable.

#### **Job Description:**

The Library Clerk for Technical Processing and Circulation Services assists with processing materials for the adult collection including packaging audio visual materials, data entry and withdrawing materials from the collection. Assists patrons in the use of library services and facilities at the Circulation Desk or other public service desk as assigned. Provides prompt and courteous patron service in person and over the telephone. May perform a variety of clerical tasks. Includes days, evenings, weekends. EOE/M/F/V/D

Full job description available at the Library.

Application available at the Library or online at [www.bethel-ct.gov](http://www.bethel-ct.gov).

Submit application by February 3, 2015 to:

Bethel Public Library  
189 Greenwood Avenue  
Bethel, CT 06801  
203 794-8756 Ext.6