Senior Library Clerk

Immediate opening for part-time Senior Library Clerk (limited to 20 hours per week) that will report directly to the Director of the Evans Library. Typical work activities will include but are not limited to the use of a good knowledge of office (library) terminology, following procedures and the use of equipment as applied to library clerical work, and reserves library material for patrons. The position requires the ability to understand and carry out directions; the ability to supervise the work of others; neatness; the willingness to follow a prescribed routine; the ability to get along well with others; and an aptitude and interest for library work. Working knowledge of MS Office is required.

Minimum requirements are HS diploma or possession of a high school equivalency and one year of library clerical experience. This is a provisional Civil Service position with permanent appointment pending successful completion of Senior Library Clerk Civil Service Exam and becoming reachable on resulting list. For full consideration please email cover letter, resume and references to srlibclerk@fmcc.edu

FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403 (for employee issues) and the Vice President for Student Affairs, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8100 (for student issues).