



## North Pocono Public Library

1315 Church Street  
Moscow, PA 18444  
(570) 842-4700  
[lclshome.org/north](http://lclshome.org/north)

**Position:** Part-Time Library Clerk  
**Reports to:** Assistant to the Director

### Job Summary:

The Library Clerk keeps the library running smoothly during daily operations. This is a part-time position. Applicants must be willing and available to work every other Saturday. The library operates Monday through Friday (8:30) 9:00 AM - 7:00 PM, Friday (8:30) 9:00 AM - 5:00 PM, and Saturday (8:30) 9:00 AM - 4:00 PM.

### Principle Responsibilities and Duties:

- Establishes and maintains a high customer service performance standard.
- Opens and closes the library.
- Performs full range of circulation desk duties including issuing library cards, checking materials in and out, reserving books, collecting fines and answering the phone.
- Advises patrons about library materials and computers and oversees appropriate use of the facility.
- Keeps shelves properly organized.
- Has knowledge of upcoming adult and children's programs and events.
- Applicants must have basic knowledge of computers/technology.
- Must be able to lift 25lbs.
- Other duties as assigned.

### Clearances:

Must provide state and FBI clearances upon hire. PA Child Abuse, PA Criminal History Record, Federal Criminal History Record, and Mandated Reporter Training Certificate must all be dated within one year of the start date.

Weekly Hours: 10-15

Salary Information: \$12.50 per hour

Position: Part-time

Shift: Varies, Every other Saturday

*To apply please, send your resume and cover letter in a single PDF to Library Director, Joy Monroe, via email at [jmonroe@albright.org](mailto:jmonroe@albright.org). Applications will be accepted until March 1, 2025.*