



NOTICE OF JOB VACANCY

Location: Clarence Public Library
Position Title: Clerk Typist, part-time
Hours of Work: Days, evenings & weekends (Up to 19 hours per week)
Pay Rate: \$18.758 per hour
Posting Date: August 14, 2025

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing.

NOTE: One year of full-time office clerical experience, which included typing, may be substituted for the required typing course.

DUTIES (Illustrative Only):

- ◆ Assists patrons with routine requests;
- ◆ Assists with programming for the public;
- ◆ Answers telephone, takes messages, relays information;
- ◆ Assists with special library events;
- ◆ Utilizes computer systems and equipment;
- ◆ Processes new and generic materials;
- ◆ Other clerical duties as assigned.

SPECIFIC REQUIREMENTS:

- ◆ Ability to work independently;
- ◆ Excellent time and attendance record;
- ◆ Ability to understand and follow oral and written instructions;
- ◆ Computer skills;
- ◆ Ability to work well with library staff and the public.

HOW TO APPLY:

Interested candidates should send a resume and cover letter by **August 24, 2025** to hr@buffalolib.org or:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

➤ Applications may also be submitted in person at the Clarence Public Library.

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

Profoundly**PUBLIC.**

The Buffalo & Erie County Public Library is an equal opportunity employer and is committed to workplace diversity.