



## NOTICE OF JOB VACANCY

**Location:** Human Resources Department, Central Library  
**Position Title:** Employment Support Aide, Part-Time  
**Hours of Work:** Days (up to 19 hours per week)  
**Appt Type:** Provisional<sup>i</sup>  
**Hourly Rate:** \$19.589 per hour, to start (CSEA Job Group 3)  
**Date of Posting:** June 24, 2025

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### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time office clerical experience.

*NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.*

### **SAMPLE WORK ACTIVITIES:**

- Assists in confidential activities related to the operation of the Human Resources Department;
- Provides routine information to staff, visitors, and patrons;
- Receives, sorts and directs incoming mail;
- Schedules interviews;
- Assists new hires in completing required forms;
- Files documents;
- Completes data entry;
- Prepares routine correspondence;
- Answers and directs phone calls.

### **SPECIFIC REQUIREMENTS:**

- Computer skills - proficiency with data entry;
- Accuracy and attention to detail;
- Demonstrates initiative and good judgment;
- Must maintain confidential information;
- Tact and courteousness, the ability to work well with the public;
- Excellent time and attendance record.

### **HOW TO APPLY**

- Interested candidates should send a resume and cover letter marked by **July 3, 2025** to [hr@buffalolib.org](mailto:hr@buffalolib.org) or:

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

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

<sup>i</sup> Competitive position – Must have a reachable score on upcoming Civil Service Exam to remain in position.

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