

## **Public Services Clerk, Part-time**

Cornwall Public Library is currently seeking an energetic, creative, and tech-savvy Public Services Clerk who is passionate about interacting with the community and working collaboratively with staff in delivering excellent public service and enriching the lives of our patrons.

### **Who we are looking for:**

- You understand and value the idea of the Library as a community hub and gathering place to learn and exchange ideas in a physical and virtual environment;
- You are organized, detail-oriented and a self-starter who can work independently and collaboratively;
- You are comfortable with using technology and are able to apply your knowledge to perform basic troubleshooting for issues on an as needed basis;
- You engage well with others and are dedicated to providing an exemplary customer experience;
- You're a team player who thinks quickly on your feet;
- You're excited about the prospect of growing and learning in a changing environment and inspire those around you;

### **Under the supervision of the Public Services Manager, you will:**

Provide all circulation and information services to patrons as well as assign duties to Student Pages; help train staff on procedures; resolve routine problems, refer non-routine matters to manager; prepare statistical reports and perform clerical duties as required. Perform all tasks in accordance with Cornwall Public Library policies and procedures.

### **POSITION REQUIREMENTS**

Canadian High School graduation diploma or equivalent.  
Bilingual, English and French, an asset  
Knowledge of Microsoft Office Suite.  
Demonstrated filing skills (Dewey and alphabetical).  
Superior customer service and interpersonal skills.  
Ability to show initiative in decision making.  
Organized.

Any applicant selected for this position must be able to produce a vulnerable sector check completed with results satisfactory to the Cornwall Public Library.

Salary range: \$23.73 per hour plus + 13% in lieu of benefits.

Start date: May 29, 2023

Please send your resume and cover letter by May 17, 2023, to:

Lise Babcock, Public Services Manager  
Cornwall Public Library, PO Box 939,  
Cornwall, ON K6H 5V1  
FAX 613-932-2715  
[lbabcock@library.cornwall.on.ca](mailto:lbabcock@library.cornwall.on.ca)

*The Cornwall Public Library Board is an Equal Opportunity Employer. Accommodation will be provided in all parts of the hiring process as required. Applicants need to make their needs known in advance.*

*We thank all applicants for their interest, however, only those selected for interviews will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.*