Public Services Clerk, Casual part-time

Cornwall Public Library is currently seeking an energetic, organized, and reliable part-time clerk that can function as part of a team or independently. Reporting to the Public Services Manager and under the supervision of the Public Services Supervisor, the clerk performs circulation duties, answers patron inquiries, and is a knowledgeable source regarding the library's resources and public activities. The clerk also assists with library services including e-media, e-resources, interlibrary loan, printing services, scanning, faxing, and more. Light technology and computer help is performed on an "as-needed" basis. The role has opening and closing duties, including handling cash. Pleasant, personable communication with colleagues and patrons is required.

This is a part-time position working approx. 10-12 hours a week.

POSITION REQUIREMENTS

Canadian High School graduation diploma or equivalent.
Bilingualism (English and French) is an asset.
Knowledge of Microsoft Office Suite.
Superior customer service and interpersonal skills.
Ability to show initiative and take direction from others.
Organized, ability to multi-task.

Starting salary: $25.92 (Clerk IV CUPE Salary Grid) per hour plus 13% in lieu of benefits

Start date: September 2026.

Please send your resume and cover letter by August 19, 2026, to:

Jenna Lamarche
jlamarche@library.cornwall.on.ca

The Cornwall Public Library Board is committed to reflecting the diversity of the community we serve and encourages qualified candidates of all backgrounds and abilities to apply. 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.