

The Osterhout Free Library is seeking a part-time Library Clerk in the Circulation Department at the Central Library.

The position reports to the Coordinator for Circulation and Public Services and includes work at the Circulation Desk and office duties as assigned.

A complete job description is attached.

The successful candidate must possess: a high school diploma or GED, previous customer service experience, recent computer experience and proficient telephone skills. The candidate must be dependable, demonstrate good work habits and be able to work collegially with other staff and with supervisor.

The Osterhout Free Library is located in Wilkes-Barre in Northeastern Pennsylvania. It is the Wilkes-Barre Library District Center and serves as Headquarters for the Luzerne County Library System. Hourly pay is \$8.30. Night and weekend work is required.

Questions and applications should be addressed to: [ofljobs@luzernelibraries.org](mailto:ofljobs@luzernelibraries.org).