

Senior Library Clerk

Human Resources Department

This is a provisional, competitive Civil Service Position

The Port Washington Public Library seeks a Full-Time Senior Library Clerk.

All applicants must have excellent inter-personal skills and enjoy working in a team environment. General duties include assisting Library Administration in preparing Civil Service applications, benefit enrollments, retirement applications, and other necessary forms. Candidates will process all personnel changes and help to complete Workers' Compensation, Disability, Unemployment, and Family Medical Leave Act applications. They will also create statistical reports, maintain onboarding documents, and maintain current and former employee files. Additionally, candidates may be requested to perform notary services to the library and to the public. Other duties may be assigned.

Applicants should have a strong understanding of Microsoft Word, Outlook, and PowerPoint. Proficiency in Excel and ADP (or other payroll platforms) is a plus. Prior experience in the Human Resources field is preferred. Experience as a Notary Public is a plus.

Requirements:

Graduation from High School and two years of satisfactory general office clerical experience. This is a Nassau County Civil Service position, and the chosen applicant will be required to take a Civil Service Examination. Applicants must be Nassau County Residents for at least one year prior to applying.

**Position is Full-Time. Day shift, 35 hours per week.
Occasional nights or weekends.**

Salary Range: \$60,000.00 - \$75,000.00 per year

Starting salary is commensurate with experience.

Please contact:

James Hutter – Assistant Director

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Resumes sent via e-mail will be given first review preference.