



Pictou-Antigonish Regional Library

Regional Back-Up Library Clerk Position (Pictou County)

The Pictou-Antigonish Regional Library Board invites resumes with cover letter for the following position:

Regional Back-Up Library Clerk – Pictou County

- Hours:** This position is on an on-call basis (filling in for sickness, vacation, short-term leave, etc.) Hours may include weekdays, evenings, Saturdays, or Sundays.
- Duties:** Regular library duties including circulation, shelving, various clerical duties, and helping patrons locate materials. Position may also require answering reference questions, assisting patrons with computer questions, assisting with library programming, or other duties. A successful candidate will be comfortable working with limited supervision.

Requirements:

Grade 12; ability to work well with the public and staff; ability to work well with minimal supervision; basic computer skills; efficient work habits; and good communication, interpersonal, and organizational skills.

Submit cover letter and resume to:

Trecia Schell, Community Services Librarian

- Mail: Pictou-Antigonish Regional Library, Headquarters,
P.O. Box 276, New Glasgow, NS B2H 5E3
- Email: tschell@parl.ns.ca
- Fax: (902) 755-6775

- In-person: An application may also be dropped off at any of our seven library locations.

CLOSING DATE: April 30, 2021

We thank all those who apply but only those selected for an interview will be contacted.