



# **Pictou-Antigonish Regional Library**

## **Regional Back-Up Library Clerk Position**

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

### **Regional Back-Up Library Clerk**

**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 application to:**

Trecia Schell , Community Services Librarian  
Mail : P.O. Box 276, New Glasgow, NS B2H 5E3  
Fax: 902 755-6775

Or drop off at any of our seven libraries.

**CLOSING DATE: July 5, 2017**

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