



# Comsewogue Public Library

*Where Many Paths Meet*

170 Terryville Road, Port Jefferson Station, NY 11776 Phone: 631-928-1212

---

## **Notice of Position:** Library Clerk

**Department:** Circulation Department    **Date Posted:** March 9, 2026

We invite you to apply for an opportunity to join our motivated team in a warm and welcoming environment. At Comsewogue we put an emphasis on training and we support each other in our day-to-day tasks. We're looking for someone who shares our interest in connecting with our patrons and making a positive contribution to our community.

### **Essential Job Functions & Responsibilities:**

- Knowledge of computers and related hardware, electronic mail, the Internet, office software, cash register operations, answering phones, transferring calls and taking messages
- Excellent interpersonal and customer service skills including a professional, positive, and approachable demeanor
- Provide equitable delivery of library services to all people
- Ability to adapt to a constantly changing environment / ability to multitask
- Ability to perform detail-oriented tasks with an emphasis on accuracy and efficiency
- Ability to make sustainability-conscious workplace decisions
- Participate in large scale and outreach events which may include assisting the community with library resources, promoting the library brand and value of the library to the community
- Willingness to learn
- Flexibility to work a variety of hours

### **Requirements:**

- High School Diploma or equivalent

### **Preferred:**

- Knowledge of library terminology, policies, procedures and equipment
- Knowledge of Sierra (Suite of products commonly referred to as an Integrated Library System, or ILS)

### **Hours:**

Up to 17.5 hours per week: afternoons, nights and weekends

**Rate:** \$20.25

Applications are available at the circulation desk and on the library's website under **JOBS**. Submit your application in person, email to [hr@cplib.org](mailto:hr@cplib.org) or fax to 631-928-6307 by March 20, 2026.

*Preference may be given to candidates who are residents of the Library service districts.*

***Only candidates selected for further consideration will be contacted.***

---

*The Comsewogue Public Library does not discriminate in employment or the provision of services. The Library's Equal Employment Opportunity Policy is found at: <https://www.cplib.org/about/documents/>. The Library is committed to proactive, fair, legal recruitment processes and practices carried out in a professional and welcoming manner. The Library is committed to reducing its impact on the environment.*