

# NOTICE

Posted 5/9/2022

## JOB OPENING – NEW YORK MILLS LIBRARY

### 1 OPEN POSITION FOR LIBRARY AIDE

Duties include:

- Receive items from the delivery bin.
- Retrieve items from the library book drop.
- Operation of the circulation desk, including charge, discharge, place holds, look up, collect fees, add and maintain borrower records and other tasks.
- Assist customers in signing on to the public access computers and printing.
- Use of library computer software to perform all of the above duties.
- Make copies and send faxes using the copy/fax machine. Print pdf documents from emails sent by customers.
- Assist customers in finding items.
- Other duties as assigned.

MINIMUM QUALIFICATIONS: Either

(A) Graduation from high school or possession of high school equivalency diploma  
or

(B) One (1) year of clerical experience.

TO APPLY: Fill out the Oneida County Application for Civil Service under New York Mills Public Library at: <https://oneida-portal.mycivilservice.com/otheropp>

It will be necessary to have or to create an account by clicking on “You are not logged in” in the upper right.

QUESTIONS? Call the library 1-4 pm and ask for the director. 315-736-5391