



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;
- good communication, interpersonal, and organizational skills.

Submit application to:

Trecia Schell, Community Services Librarian

Mail: Pictou-Antigonish Regional Library
P.O. Box 276,
New Glasgow, NS
B2H 5E3
Fax: (902) 755 - 6775

In person: submit printed copies, at any of our seven libraries.

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