



Craven-Pamlico Regional Library

Invites application for the position of:


Administrative Clerk - CPRL

Permanent, Part-Time (up to 19 hours per week) Craven-Pamlico Regional Library Administrative Offices

Salary: \$12.50/hr

Date: 9/20/24

Closing Date: until filled

 To be considered for this position you must submit a cover letter and resume via email to hr@mycpnl.org with Admin--Clerk in subject heading, via fax (252-638-7817), or deliver in-person to any CPRL Library circulation desk.**

Seeking an organized individual with the ability to work effectively in a team-oriented environment; ability to work well with a diverse public ; ability to use or be trained in a variety of technologies including computers, cash register, copier, etc.; accuracy and attention to detail with a high level of productivity are required.

Responsibilities:

- Performs a variety of office support tasks including answering telephones, filing, copying, posting, data entry, typing, and word processing for various admin departments
- Works directly with and reports to the Regional Director
- The work performed by the individual in this job is of confidential in nature
- Assist the CPRL Regional Director and Finance Officer with clerical support including typing letters, memos, reports, purchase orders, etc.,
- Maintains appropriate logs for the employees, payroll documentation, works order reports, vendor orders, receipts, etc., to ensure logs are accurate and orders are within budget
- Organize and efficiently maintains office files, reports, and prepares various reports including the issuance of bid document scope sheets to prospective bidders
- Assist with the distributing of daily mail, announcement of visitors, answering the telephone, and faxing documents as necessary
- Assist with the coordination and scheduling of meetings
- Enters requisition for services and supplies as directed
- Operates various office machines including, but not limited to copiers, computers, calculators, fax machines, printers, etc

Additional Work Conditions & Physical Abilities:

- Must be able to work with sensitive data and keep confidential.
- Extended hours may be required depending on each situation.

Work Schedule:

Schedule is up to 19 hours per week as needed during open hours of M-F 9-6.

Qualifications:

High School Diploma or GED or have an equivalent combination of experience and training; ability to work independently within library system policies and procedures with minimal supervision; effective oral and written communication skills. Excellent computer skills required. Willing to train on library technology. – Previous experience in a similar role will be considered an advantage, but it's not a requirement as full training will be provided.

**Inquiries about this job posting should be directed to kat.clowers@mycpnl.org