

**Library Clerk 4 (Part Time)**  
**Job Postings**  
**AFSCME Grade 04**

**Description:**

Library Clerks mainly work in Circulation and Adult Reference with occasional rotations in Youth. This job works closely with the public and requires excellent customer service skills.

**Minimum Requirements:**

Must have a high school diploma or GED

Must have 1-2 years of computer experience

Must have 1-2 years of customer service experience

Ability to work varying evening and weekend hours, including substitutions

Ability to speak fluent Spanish is desirable

**Essential Duties and Responsibilities:**

- Access, update and enter patron information
- Answer informational questions
- Locate resources within the library
- Protect patron confidentiality
- Perform opening and closing procedures as required
- Customer service
- Other duties as assigned

**Submit Application to Amanda Meyers at the Freeport Public Library:**

[ameyers@freeportpubliclibrary.org](mailto:ameyers@freeportpubliclibrary.org)

Date Posted: 01/15/2026

Removal Date: 01/29/2026

**Schedule:** Must be available to work nights and Saturdays.

**Total hours:** Average of 15 hours per week.

\*External candidates are also being considered for this position.