

GRINNELL PUBLIC LIBRARY DISTRICT

2642 East Main Street, Wappingers Falls, New York 12590

Phone: (845) 297-3428 Fax: (845) 297-1506

Website: <http://grinnell-library.org>



Library Clerk / Passport Acceptance Agent

The work involves performing routine library clerical duties necessary for properly organizing and distributing library materials. Although detailed instructions are given for new assignments, and practices are usually fixed, employees must be able to exercise independent judgment in applying them to specific cases. The work is performed under the direct supervision of higher-level clerks or Librarians.

This position will include performing direct assistance to the public with applying for and submitting US passport applications; reviewing, handling, and processing all documents and fees as part of the US passport application process, and ensuring that the information meets Federal Requirements. Must provide excellent customer service and patience while handling confidential documents and difficult situations. Online training to become a Passport Agent will be provided.

TYPICAL WORK ACTIVITIES:

The following indicates the level and types of activities performed by positions in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

1. Arranges or files materials according to library filing rules;
2. Performs routine searches of and updates to computer records;
3. Opens and sorts library materials including audio-visual materials;
4. Issues borrowers cards according to library procedures;
5. Performs routine circulation, reserve, and overdue functions;
6. Makes and checks routine arithmetic computations;
7. Operates office machinery such as photocopiers, fax machines or computers;
8. Answers the telephone and takes messages;
9. Calls patrons to deliver messages or information on library materials;
10. Types cards, lists, labels, or short entries on forms;
11. Reviewing, handling, and executing documents for passport applications;
12. Administering the Oath and Signature as well as handling the appropriate fees;
13. Taking passport photos according to the U.S. Department of State guidelines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office terminology, procedures and equipment as applied to library clerical work; knowledge of business arithmetic and English; knowledge of library filing and shelving rules; ability to understand and follow oral and written directions; ability to operate an alphanumeric keyboard such as

Typewriter, terminal, or personal computer accurately--skilled typing is not necessary; ability to be meticulous with government forms along with the ability to explain them well to others; ability to get along well with others; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of a GED;
2. Are U.S. citizens or U.S. nationals;
3. Are at least 18 years of age;
4. Are not on parole or probation related to any federal, state, or local felony or misdemeanor related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust);
5. Are not presently under indictment for any federal, state, or local felony or misdemeanor related to breach of trust or moral turpitude;
6. Are free of any federal, state, or local felony convictions or misdemeanor convictions related to breach of trust or moral turpitude.

HOURS:

Monday 9-2, Wednesday 9-2, and Saturday (2 monthly) 9-5, as well as other hours as needed.

STARTING SALARY

\$16.00 per hour, paid time off, participation in NYS Retirement.

HOW TO APPLY:

Please submit a resume and two professional references to director@grinnell-library.org by **January 10, 2024**.