

## **LIBRARY AIDE POSITION—PUBLIC COMPUTERS Posted February 25, 2022**

The Mount Vernon Public Library is looking for qualified persons to fill customer-oriented positions within the **Collection Development/Electronic Resources Department**

**DUTIES INCLUDE BUT ARE NOT LIMITED TO:** Working in the public computer area assisting people with signing on to computers, using the wireless network, printers, copiers, and fax machine. Assigning people to computers and helping people check out Chromebooks and laptops. Providing basic assistance with the Internet and software available on the public computers. Replacing toner cartridges, fixing paper jams, loading paper into printers, and reporting issues with computers and equipment.

**QUALIFICATIONS:** High school graduate, ability to type, knowledge of the Internet, computers, and Microsoft office software. Able to communicate with the staff and public in a cooperative and courteous manner. Knowledge of devices like cell phones and tablets. Punctual and able to clearly report issues with copiers and computers.

These are part-time positions, working 17½ hours a week. Hours fluctuate between 10:00am-8:30pm. The pay rate is \$15.00 to start, with no benefits.

**Applications** are available online at [www.mtvpl.org](http://www.mtvpl.org) or at the adult Circulation Desk in the library.

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