



NOTICE OF JOB VACANCY

Location: Anna Reinstein Memorial Library (2580 Harlem Road)
Position Title: Clerk Typist, part-time
Hours of Work: Various, 19 hours per week
Hourly Rate: \$19.321
Posting Date: July 16, 2026

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in typing.

NOTE: One year of full-time office clerical experience may be substituted for the required typing course.

DUTIES (Illustrative Only):

- ◆ Assists patrons with routine requests;
- ◆ Assists with programming for the public;
- ◆ Answers telephone, takes messages, relays information;
- ◆ Assists with special library events;
- ◆ Utilizes computer systems and equipment;
- ◆ Processes new and generic materials;
- ◆ Other clerical duties as assigned.

SPECIFIC REQUIREMENTS:

- ◆ Ability to work independently;
- ◆ Excellent time and attendance record;
- ◆ Ability to understand and follow oral and written instructions;
- ◆ Ability to work well with library staff and the public.

HOW TO APPLY:

Interested candidates should send a resume and cover letter by **July 26, 2026** to hr@buffalolib.org or:

Judy Fachko, Assistant Deputy Director, Human Resources
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203-1887

- Applications can also be submitted in person at the Anna Reinstein Memorial Library or the Administrative Offices of the Central Library.

Please note that candidates must reside in Erie County for at least 30 days at the time of appointment.

Profoundly**PUBLIC.**