

STUDENT EMPLOYEE OPENING

STAFF DEVELOPMENT & PERSONNEL

POSITION:	Student Clerical
DUTIES:	Entry level clerical work performing a wide variety of clerical support duties for Library Administration and Finance & Facilities Divisions. Provides customer service work involving public contact on the phone and in person. Assist with filing, photocopying and scanning.
HOURS:	Twenty (20) variable hours per week, Monday - Friday, 8:00 am to 5:00 pm
QUALIFICATIONS:	Must be 16 years of age or older and enrolled as a student in an accredited educational or vocational program. Ability to lift 50 pounds preferred. Experience with computers, Microsoft Office Suites and office equipment. Also desirable: Bilingual (English/Spanish/Creole).
WAGE:	\$16.00 per hour
DEADLINE:	Open
HOW TO APPLY:	Please submit applications/resumes directly to: Andrea L. Taylor Library Personnel Services Coordinator Phone: 561-233-2707 Email: taylora@pbclibrary.org



**Scan to complete
New User Registration**

Main Library
3650 Summit Blvd
West Palm Beach 33406
(561) 233-2600



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