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Department of Human Resources

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August 16, 2023

VACANCY ANNOUNCEMENT

Library Clerk I

Part Time – 20-hour work week

Work involves responsibility for providing clerical support to an assigned department or function. Duties include typing, filing, reception, record keeping and checking and correcting forms and documents. This position has the responsibility for making routine clerical decisions. The work requires that the employee have some knowledge skill and ability in general office procedures. Evening and Weekend Hours are required.

Qualifications: High school diploma or the equivalent plus one year of experience in library services or equivalent clerical experience involving public contact and information retrieval.

Rate of Pay: \$16.52

Apply on line at <https://tinyurl.com/meridencareers> and e-mail your application to humanresources@meridenet.gov. Applications are also available in the Human Resources Department, City Hall, 142 East Main Street.

Open until filled

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