

Appellate Division Law Library, M. Dolores Denman Courthouse, Rochester, NY
Job Description: Law Library Clerk, Part-time/Hourly

Has primary responsibility for circulation functions of the Appellate Law Library on Monday evenings. Checks out books to patrons, processes returned books, collects overdue fines, answers the telephone and directs calls to the appropriate places, answers directional questions and basic reference questions before referring all other questions to the reference librarian on duty. Makes periodic rounds of the library, counting attendance for evening use statistics.

Assists patrons with the use of the photocopiers, including filling the copiers with paper or toner and taking care of paper jams as needed.

Performs special Technical Services projects as assigned.