TOWN OF NORTH HAVEN
PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: July 28, 2015 Closing Date: When Filled

FROM: Director of Library Services DEPARTMENT: Library

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Clerk II		$13.69/hr.	$13.69/hr.

PERMANENT: No TEMPORARY: Yes If Temporary, for how long? WHICH SHIFT? Days

FULL TIME: No HOURS: 19 PART TIME Yes If part time, what hours or days? varies

II. REASON FOR NEED

REPLACEMENT: Yes **X** No ADDITION: Yes No **X** If yes, state funding.

If yes, person(s) to be replaced. P. Naylor

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL COLLEGE X COMMERCIAL OTHER

EXPERIENCE:

The assignment for this position is in the Children's Department. The successful candidate should be able to perform a wide variety of library and clerical tasks. Must have the ability to type accurately; ability to follow oral and written instructions; and ability to meet the public courteously. Computer skills a must. Prior experience in a library a plus. Work schedule will include two evenings a week until 9:00 pm and Saturdays in rotation with exception.

APPROVED BY: _____SEL

_____ DF/A

_____ DLS