PART-TIME POSITION OPEN: Passport Office Clerk

DATE AVAILABLE: Immediately    HOURLY RATE: $20.12

CLASSIFICATION RANGE: 2

The Ferguson Library seeks a motivated individual to join our Passport Services staff. The ideal candidate will have customer service experience, a passion for working with the public, and the ability to work in a fast-paced, team-oriented environment.

DUTIES INCLUDE:

1. Accept passport applications from customers and review all paperwork to ensure that required information and documentation has been provided.
2. Answer questions from the public on passport applications and procedures required by the U.S. Department of State.
3. Take passport photos.
4. Collect proper passport application, documentation and photo fees for submission to the Department of State.

QUALIFICATIONS:

1. Ability to learn Passport Agency procedures, and processing requirements.
2. Pass initial test and yearly recertification.
3. Excellent customer service and telephone skills.
5. Attention to details is a requirement.
7. Availability to work evening/weekend hours.
8. Bilingual Spanish is required.
9. Must be committed to hours assigned.
11. High school diploma required.

Training will be provided.

If you are interested in being considered for this position, please submit a resume and covering letter by email to apply@fergusonlibrary.org.

One Library Plaza
Stamford, Connecticut 06901