



POSITION AVAILABLE

Part-time Library Clerk

Ossining Public Library

Salary range \$18.49 to \$23.31 per hour

Sunday pay is an additional \$8.50 an hour

The Ossining Public Library is seeking a detail-oriented part-time (up to 17 hours a week) Library Clerk with a flexible schedule including, but not limited to, evenings and weekends, to work in our busy and friendly Circulation Department.

Key responsibilities of the Library Clerk include:

- ✓ Ability to learn and apply library procedures for processing of materials
- ✓ Routine monetary transactions using a cash register
- ✓ Various clerical duties
- ✓ Entering and retrieving information on an automated system
- ✓ Providing exceptional customer service

Position requirements:

- ✓ Working knowledge of library terminology
- ✓ Working knowledge of library clerical work and shelving rules
- ✓ Ability to utilize computer components
- ✓ Ability to understand and follow oral and written instructions
- ✓ Ability to work as part of a team
- ✓ Tact and courtesy in dealing with staff and public
- ✓ Physical condition commensurate with the demands of the position
- ✓ Previous library Circulation experience and ability to speak Spanish is desirable

Minimum training and experience:

Graduation from high school or possession of a high school equivalency diploma is required.

Please submit a resumé and cover letter expressing your interest in this position to:

Marie Trapasso, Head of Circulation and Technical Services

Ossining Public Library

53 Croton Avenue

Ossining, NY 10562

mtrapasso@wlsmail.org

(914) 941-2416 ext. 304 (phone)

(914) 941-7464 (fax)

Deadline for all applications is **July 13.**