

Circulation Clerk: Part-Time and Occasional John C. Hart Memorial Library

Job Description:

The P/T Library Clerk performs general duties related to the circulation of library materials using the Evergreen System (i.e. checking in and out materials, processing holds, renewals, billing, and other library user requests). Other responsibilities include shelving and organizing materials. All other duties as assigned.

Requirements:

Possession of a high school/equivalency diploma and one year of general clerical experience. Strong computer skills, knowledge of Google Chrome and Windows. Other requirements include customer service skills, the ability to multitask, and attention to detail. Physical conditions are commensurate with the demands of the position, including standing, bending and lifting.

Hours may include weekend and evenings, up to 16 hours per week.

Additional Information:

Note: This is a Westchester County Civil Service position; all applicants are required to pay the County \$25.

SALARY: \$14.00 - \$16.50 per hour.

Interested applicants should email their resume to Allison Egan at aegan@wlsmail.org.