

Nanuet Public Library Seeks Library Clerk I, Part-Time (2 positions)

The Nanuet Public Library is seeking a customer-service oriented and reliable individual to join our staff. This position reports directly to the Circulation Supervisor.

Qualifications:

- Excellent customer service skills.
- Computer skills: Knowledge of Symphony Workflows is preferred.
- Able to lift and move library materials.
- Ability to understand and carry out moderately difficult oral and written instructions;
- Bilingual is a plus.

Duties include, but not limited to:

- Managing patron accounts
- Handling fines.
- Answering phones.
- Assisting with photocopier.
- Searching and filling loan requests.

Hours:

Position 1

Monday 2-6 PM

Wednesday 2-9 PM

Friday 2-5 PM

1 Saturday per month.

Sundays optional

Position 2

2 Saturdays per month

Sundays optional

Minimum Qualifications: Graduation from high school or possession of an equivalency diploma and two (2) years of clerical experience; one (1) year of which must have been library clerical work.

Hourly Pay Rate: Starts at \$18.07 / hour

Please send your résumé and cover letter to Helayne Lefland at: HLefland@rcls.org by August 26, 2022