



**JOB OPENING**

**AT NYACK LIBRARY**

PT Access Services Clerk

**\$18.35/hour**

**Required qualifications include:**

- Customer service experience, providing courteous service to the public
- Proficient in the use of cash registers and computer systems, including Microsoft software, email, and the internet
- Ability to assist patrons with office equipment like copiers, self-checkout, and other Library technology
- Ability to shelve Library materials accurately
- Ability to maintain confidentiality

**Preferred qualifications:**

- Spanish or Creole language fluency
- Knowledge of Koha or other Library circulation systems

**Schedule Needed:**

**Hours**

**Every other Monday 2:30pm-8pm**

**Wednesdays, 2:30pm - 8pm**

**Thursdays, 2:30pm - 8pm**

**Every other Saturday 9:30am -5 pm**

**To apply, email resumes and applications to [tevens@nyacklibrary.org](mailto:tevens@nyacklibrary.org)**

**Posting open until filled.**

**Applications can be obtained at the Circulation Desk or at [www.nyacklibrary.org](http://www.nyacklibrary.org)**