



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

Wed, 2:30pm - 8pm

Fri, 10am-2pm

2nd Sunday: 11:30am - 4pm

2nd Saturday 9:30am -5 pm

Occasional 5th Saturday and Sunday

To apply, email resumes and applications to careers@nyacklibrary.org

Applications can be obtained at the Circulation Desk or at www.nyacklibrary.org