



## **HOURLY LIBRARY CLERK**

The Mount Pleasant Public Library has an opportunity for an hourly Special Assignment Library Clerk to join our circulation team at the Main Library in Pleasantville and Branch Library in Valhalla.

### **Skills & Abilities**

The successful candidate will be a friendly, collaborative, and customer-centered person in addition to the following qualifications:

- One year's experience as a Library Clerk is preferred.
- Proficiency with an online ILS System, familiarity with the Evergreen ILS a plus
- Good interpersonal skills in relating to other staff and library patrons of all ages
- Ability to work independently and resolve simple problems
- Physical condition commensurate with job duties

### **Key Responsibilities**

- Performs all circulation desk duties (e.g., check materials in and out, register library patrons, process incoming and outgoing WLS deliveries).
- Assists patrons over the phone with questions regarding patron accounts, library services, materials and programs.
- Shelves material and shelf reads as needed.
- Assists patrons with simple catalog searches, placing holds, locating material in library, and using the public computer, printer and copier at the Branch Library.
- Performs additional tasks as assigned.

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma.

### **Schedule: 16 hours per week plus one Saturday in four (4)**

- 10:00am to 2:00pm Tuesday through Friday and one Saturday in four.

**Salary Range:** \$22.52 to \$24.82 per hour and includes pro-rated holiday and sick leave.

Any employee interested in this position should send a cover letter and resume to Marie Trapasso, Principal Clerk, [mtrapasso@mountpleasantlibrary.org](mailto:mtrapasso@mountpleasantlibrary.org) by Friday May 8, 2026.