North Castle Public Library

POSITIONS AVAILABLE: Library Clerks

The North Castle Public Library has Substitute/Hourly Library clerk positions open. This position may be scheduled up to 17 hours a week.

Availability on evenings and weekend rotations is a requirement for this position.

Duties include:

- ✓ Checks materials in and out, collects and records fines and explains rules and procedures to library patrons at the library's circulation desks;
- ✓ Retrieves materials from library book drops, shelves library materials, processes and shelves items on library holds shelf;
- ✓ Enters and retrieves information on an automated system;
- ✓ Provides exceptional customer service to internal and external customers;
- ✓ Operates office machinery such as photocopiers, fax machines or computers;
- ✓ Other duties as assigned.

Position requirements:

- ✓ Working knowledge of library clerical work and shelving rules;
- ✓ Ability to utilize computer and general office equipment;
- ✓ Ability to understand and follow oral and written instructions;
- ✓ Ability to work as part of a team;
- ✓ Ability to work with adults, teens, and children;
- ✓ Courtesy and professionalism while interacting with staff and public.

Rate of pay: $17-18 per hour

Deadline: Applications received by December 11, 2026 will be given preference; no phone calls will be accepted.

Please email resume and cover letter to Kathryn Feeley, Director, kfeeley@northcastlelibrary.org

The North Castle Public Library is an Equal Opportunity Employer.

19 Whippoorwill Road East
Armonk, NY 10504

10 Clove Road
North White Plains, NY 10603

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