



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 tevans@nyacklibrary.org

Posting open until filled.

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