



POSITION AVAILABLE
Part-time Library Clerk
Ossining Public Library
Salary range \$20.07 to \$25.45 per hour

The Ossining Public Library is seeking a detail-oriented part-time (up to 17 hours a week) Library Clerk with a flexible schedule including, but not limited to, evenings, Saturdays and Sundays, to work in our busy and friendly Patron Services Department.

Key responsibilities of the Library Clerk include:

- ✓ Ability to learn and apply library procedures for processing of materials
- ✓ Routine monetary transactions using a cash register
- ✓ Various clerical duties
- ✓ Enter and retrieve information on an automated system
- ✓ Provide exceptional customer service
- ✓ Ability to provide clear instructions to patrons regarding printing and our digital resources

Position requirements:

- ✓ Working knowledge of library terminology
- ✓ Working knowledge of library clerical work and shelving rules
- ✓ Ability to utilize computer components
- ✓ Ability to understand and follow oral and written instructions
- ✓ Ability to work as part of a team
- ✓ Tact and courtesy in dealing with staff and public
- ✓ Physical condition commensurate with the demands of the position
- ✓ Previous library Circulation experience
- ✓ Ability to fluently speak and write in Spanish is strongly preferred

Minimum training and experience:

Graduation from high school or possession of a high school equivalency diploma is required.

Please submit a resumé and cover letter expressing your interest in this position to:

Marie Trapasso, Circulation and Technical Services Manager
Ossining Public Library
53 Croton Avenue
Ossining, NY 10562
mtrapasso@ossininglibrary.org
(914) 941-7464 (fax)

Deadline for all applications is **June 7, 2025.**