



## **John C. Hart Memorial Library**

*Yorktown's Community Library*

### **Circulation Clerk: Part-Time and Occasional John C. Hart Memorial Library**

#### Job Description:

The P/T Library Clerk performs general duties related to the circulation of library materials using the Evergreen System (i.e. checking in and out materials, processing holds, renewals, billing, and other library user requests). Other responsibilities include shelving and organizing materials. All other duties as assigned.

#### Requirements:

Possession of a high school/equivalency diploma and one year of general clerical experience. Strong computer skills, knowledge of Google Chrome and Windows. Other requirements include customer service skills, the ability to multitask, and attention to detail.

Physical conditions commensurate with the demands of the position, including standing, bending, and lifting.

**Hours will include two Saturdays a month not to exceed 16 hours per week.**

**Rate of Pay:** \$19 per hour and \$22 on Sundays.

Interested applicants should email their resume to Tamarah Hyman at [hiring@yorktownlibrary.org](mailto:hiring@yorktownlibrary.org)