



## **JOB OPENING**

### **AT NYACK LIBRARY**

**PT Circulation/Computer Resource Center Clerk**

**\$16.70/hour**

#### **Required qualifications include:**

- Must have customer service experience, providing courteous service to the public
- Must be proficient in the use of cash registers and computer systems, including Microsoft software, email, and the internet
- Must be able to assist patrons with office equipment like copiers, self-checkout, and other Library technology
- Must be able to shelve Library materials accurately
- Must be able to lift, push, and pull 50 lbs.

#### **Preferred qualifications:**

- Spanish or Creole language fluency
- Knowledge of Workflows, Koha or other Library circulation systems

**Tues 2:30pm-8pm, Weds 9:30am-3pm, one Sun a month**

**To apply email resume and applications to [tevens@nyacklibrary.org](mailto:tevens@nyacklibrary.org)**

**Posting open until filled.**

**Applications can be obtained at the Circulation Desk or at [www.nyacklibrary.org](http://www.nyacklibrary.org)**

Nyack Library provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristics protected by federal, state, or local law.