



POSITION AVAILABLE: Substitute Library Clerk

The North Castle Public Library has Substitute Library clerk positions open.

Saturday availability 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 desk;
- ✓ 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;
- ✓ Courtesy and professionalism while interacting with staff and public.

Rate of pay: \$16 per hour.

Deadline: May 17, 2024; 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 Whipoorwill Road East

Armonk, NY 10504

10 Clove Road

North White Plains, NY 10603

northcastlelibrary.org