

**Job Opening: Part-Time Library Clerk
Schuylerville Public Library**



Job Description: This part-time position requires strong customer service skills, understanding and ability to work with people of all ages, the ability to juggle multiple demands, and a knowledge of and comfort with current technology. The clerk will assist in circulation, shelving, assisting patrons, and perform other duties as assigned. This position is supervised by the Library Director.

This position pays \$14.00 per hour to start. The schedule will consist of three or more evening shifts per week, beginning at 4pm or later and at least one Saturday per month, 10-2, totaling 15-25 hours per week. This is a Civil Service position; therefore, appointments will be made based on Saratoga County requirements.

Minimum Qualifications: High school diploma or equivalency required.

Job Requirements: Strong customer service skills, ability to multi-task, dependability

**Library hours:
Monday - Friday 10am-8pm
Saturday 10am-2pm
Sunday CLOSED**

To Apply

Send resume and cover letter to Caitlin Johnson, Library Director: cjohnson@sals.edu

Or Caitlin Johnson
Schuylerville Public Library
52 Ferry Street
Schuylerville, NY 12871

Resumes Accepted Until Filled