

**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 \$17.00 per hour to start. The schedule will consist of Monday evenings 4-8pm plus potential for substitute shifts. 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](mailto:cjohnson@sals.edu)

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

**Resumes Accepted Until Filled**