



Tuxedo Park LIBRARY

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Job Opening

Library Clerk (part time 14.5 – 24.5 hours)

The Tuxedo Park Library welcomes applicants for the position of part time Library Clerk. We are looking for a customer-oriented, computer literate individual to work with the public in a friendly library setting. Applicant must possess the ability to physically perform the duties, which include lifting, bending, climbing, and pushing heavy book carts.

The position responsibilities include:

- Staff the circulation desk
- Assist customers with simple reference questions and use of library equipment
- Link AV items, fiction, and other materials as needed
- Performs repairs on books and other materials
- Collect and distribute mail
- Shelve and maintain materials in correct order
- Process interlibrary loan items received from and sent to other libraries
- Other duties as assigned

Hours of position at the current time (14.5 – 24.5 hours):

- Wednesdays 3:00 pm – 9:00 pm
- Fridays 9:00 am – 5:30 pm
- 2nd and 4th Saturdays of the month 10:00 am – 4:00 pm
- Sundays 11:00 am – 3:00 pm (September – June)
- Possible fill in hours for other staff when necessary

Prior library or customer service experience desirable.

Hourly Rate: \$17.50 per hour (Sundays are time and a half)

1 week paid vacation and additional 1 week unpaid annually

Sick time provided

Paid for holidays that fall on scheduled work days

Contact Cathy Sandak at 845 351-2207 for additional details. Please email a resume and letter of interest to: csandak@rcls.org