



Great Neck Library

Part-Time Clerical Position

Required Skills and Experience:

Display enthusiasm while working with the public.
Perform basic keyboarding skills and have the ability to use computer programs for circulation functions. Knowledge of SIERRA a plus.
Work independently, accurately, and with attention to detail.
Able to respond to direction given by a supervisor.
Customer service experience is preferred.

Starting salary:

\$15.07 per hour

**Reply with resume, cover letter and three references by
*September 19, 2017 to:***

Director's Office
Great Neck Library
159 Bayview Ave
Great Neck, NY 11023-1938
employment@greatnecklibrary.org

Visit our website at www.greatnecklibrary.org for library information.

No phone calls please.

Posting Dates 9/5/17-9/19/2017