OPEN POSITION

Contingent Part Time Circulation Clerk**

The Great Neck Library is seeking a friendly, approachable part time clerk for the Circulation department to greet, guide and assist our patrons in person and on the telephone. **This position is currently a contingent permanent position, meaning that this position is left temporarily vacant by reason of a promotion. Full permanency of this position cannot be guaranteed. Should the permanent employee fail to complete the probationary period, such employee has the right to return to their previous position and displace the contingent employee.

Duties and Responsibilities include:

- Registering patrons for library cards
- Checking library materials in and out
- Answering and routing telephone calls and providing routine information
- 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
- Shelving of Library Materials
- Customer service experience preferred.
- Must be reliable and willing to work a flexible schedule
- Position may involve prolong periods of sitting and lifting of up to 25 lbs.
- Other duties as assigned

Schedule:
Shift includes Nights and Saturdays. Sundays as needed.

Starting Salary:
$18.00 Per Hour.
This is a Union Position and is Non-Civil Service.

Reply with resume, cover letter, completed GNL employment application (found here - [https://greatnecklibrary.org/employment/](https://greatnecklibrary.org/employment/)) and references by August 23, 2023

Great Neck Library
159 Bayview Ave.
Great Neck, NY 11023
employment@greatnecklibrary.org

No Phone Calls Please. The Great Neck Library is an Equal Opportunity Employer.