



## Dobbs Ferry Public Library

55 Main Street, Dobbs Ferry, NY 10522

(914) 693-6614

[www.dobbsferrylibrary.org](http://www.dobbsferrylibrary.org)

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### **Job Opening - Part time Clerk**

The Dobbs Ferry Public Library seeks an energetic and friendly person to fill the position of Part Time Clerk.

Duties include:

- Checking in / out materials
- Retrieving, creating, and maintaining library customer accounts
- Handling printer management software
- Helping customers with printing, scanning and/or faxing materials
- Collection and recording of fines/ fees
- Other duties as required.

Applicants for this position must love working with the public, have strong communication skills, good attention to detail and the ability to work well in a team environment. We require a working knowledge of PC computing. Library automation systems experience (Evergreen Catalog) is a plus.

Flexibility with scheduling is a must.

Part Time (12-16 hours per week) include; Day, evening and weekend shifts.

Hourly rate is \$14.50 per Hour Monday - Saturday and Time and a half on Sundays (October – April).

Minimum Qualification: High School Diploma or equivalent

Email cover letter and resume to: [dobref@wlsmail.org](mailto:dobref@wlsmail.org)

Or mail to: Dobbs Ferry Public Library, ATTN: Job Application, 55 Main Street, Dobbs Ferry, NY 10522

*Dobbs Ferry Public Library is an Equal Opportunity Employer.*