



**POSITION AVAILABLE**  
**Part-time Spanish Speaking Library Clerk**  
**Ossining Public Library**  
**Salary range \$19.33 to \$24.52 per hour**  
**Sunday pay is an additional \$8.50 an hour**

The Ossining Public Library is seeking a detail-oriented part-time (up to 10 hours a week) Library Clerk with a flexible schedule to work in our busy and friendly Circulation Department. The hours will be every Sunday from September through June plus some additional work week hours.

**Key responsibilities of the Library Clerk include:**

- ✓ Learn and apply library procedures for processing of materials
- ✓ Do routine monetary transactions using a cash register
- ✓ Perform various clerical duties, such as checking in and out library materials
- ✓ Enter and retrieve information on an automated system
- ✓ Provide exceptional customer service

**Position requirements:**

- ✓ Working knowledge of library terminology
- ✓ Working knowledge of library clerical work and shelving rules
- ✓ Ability to utilize computer components
- ✓ Ability to understand and follow oral and written instructions
- ✓ Ability to work as part of a team
- ✓ Tact and courtesy in dealing with staff and public
- ✓ Physical condition commensurate with the demands of the position
- ✓ Fluency in speaking and writing in Spanish is required.

**Minimum training and experience:**

Graduation from high school or possession of a high school equivalency diploma is required.

Please submit an [application](#), resumé, and cover letter expressing your interest in this position to:

Marie Trapasso, Circulation & Technical Services Manager  
Ossining Public Library  
53 Croton Avenue  
Ossining, NY 10562  
mtrapasso@ossininglibrary.org  
(914) 941-7464 (fax)

Deadline for all applications is **February 18th.**