



## Part-Time Technology Clerk

The Ossining Public Library is seeking a part-time, tech-savvy Technology Clerk to assist with technology instruction and clerical duties

The Technology Clerk reports to the Technology and Training Librarian and will be responsible for some service desk shifts, basic computer and technology instruction, and some collections maintenance. The ideal candidate enjoys learning, problem solving, working with others and has an interest in libraries, computers, and technology. The Technology Clerk will work with staff from all departments in the library as well as with patrons.

### Position requirements:

- Ability to understand and follow oral and written directions
- Accurate and detail-oriented
- Ability to sort materials by alpha-numeric systems
- Ability to learn about and use a variety of software
- Ability to physically perform the duties of the position, including lifting up to 30 lbs
- Willingness to provide customer service in a courteous manner
- An active interest in information technology required
- Spanish speakers encouraged to apply

### Examples of Work for this Position:

- Provides library information and circulation-related services to patrons
- Assists in instructing patrons on basic use of computers and mobile devices
- Sorts and shelves library materials
- Library material processing including utilization of library catalog

### Minimum training and experience:

- High school diploma or possession of a high school equivalency diploma is required.
- Knowledge of and ability to use computers and mobile devices, including basic knowledge of common software such as the Microsoft Office suite and Google Workspace.

Wages: \$19.33 per hour, up to 8 hours per week. Schedule will include some evening and weekend shifts.

To apply, please send an [application](#), resume, and cover letter via mail or email to:

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