

JOB OPENING:

Library Clerk Circulation Dept. Part-Time

Albert Wisner Public Library seeks a part-time Library Clerk for the Circulation Department. The schedule is: Saturday 12:30 – 5:00; Sunday 11:30 – 4:00; one weekday evening 5:00-8:00, and fill-in when necessary. The hourly wage is \$11.00, and a high school diploma or its equivalent is required.

The successful candidate will have strong customer service skills and be able to provide courteous, friendly service to Library users of all ages. He/she must be able to work with a diverse staff, managing multiple tasks with a calm demeanor. The ability to work with computers and learn the Library's online system is required. No previous library experience is necessary.

Applications for the position may be picked up at the Library's front desk or on Library's website home page (albertwisnerlibrary.org). Together with the completed application, candidates must include a letter listing days and hours they are available to work. Please return completed applications to the Library, attn: Lenore Paulik, at One McFarland Drive, Warwick, NY 10990 by Friday, September 14, 2018.

For more information, please call Lenore Paulik at the Library: (845) 986-1047, ext 29.

**Albert Wisner Public Library
One McFarland Drive
Warwick, NY 10990
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