

### **Clerk I – Central Library**

Central Library is hiring a full-time Library Clerk I to support public service on all three floors. You will help patrons at service desks and by phone, handle circulation tasks, and support people as they use library technology. The right person will bring a welcoming attitude, enjoy teamwork, and feel comfortable helping a wide range of patrons.

Central Library is in Downtown Syracuse and serves a diverse community that relies on us for books and movies, computer access, family programming, and in-depth local history and genealogy research. Our building also houses OCPL's Administrative team, IT Department, Acquisitions, and other major service departments. As part of the Central team, a Clerk I gets a behind-the-scenes view of how the library system works and has opportunities to contribute to countywide services.

#### **Job Responsibilities:**

- Provide library information and services to library patrons at the service desk and by phone
- Perform routine circulation, reserve, and fee functions
- Issue or replace library cards following library procedures
- Provide assistance to patrons on library equipment such as computers, tablets, copiers, fax machines, and printers
- Support the collection, transmission, and security of money taken in
- Perform basic library duties such as shelving, retrieving holds, and emptying the book drop
- Help oversee opening and closing procedures

#### **Required and/or preferred knowledge, skills and experience:**

- Excellent customer service skills
- Ability to multitask in a fast-paced environment
- Ability to work independently and as a team
- Excellent verbal and written communication skills
- Ability to lift up to 50 lbs, bend and reach items
- Basic knowledge of computer applications, such as word, excel, e-mail, and calendars

#### **Availability:**

- Must be available to work up to 35 hours per week, including some evenings and rotating Saturdays

#### **Pay Rate:**

- The salary for this position is \$37,669.

**To Apply:** Send resume and letter of interest by February 13<sup>th</sup>, 2026 to Deborah Terpening at [dterpening@onlib.org](mailto:dterpening@onlib.org).

Or mail to Central Library, 447 South Salina St, Syracuse, NY, 13202 attn. Deborah Terpening

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494

Phone 315-435-1900 [www.onlib.org](http://www.onlib.org) Amanda Perrine, Executive Director

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