

NOPL Cicero has an immediate opening for a part-time Library Clerk I to work 12 hours per week, fixed shifts.

Fixed shifts:

- Monday 4:00 PM-8:00 PM
- Wednesday 9:30 AM-1:30 PM
- Saturday 1:00 PM-5:00 PM

Potential to pick up additional flexible shifts as needed.

Job Description: This position requires strong customer service skills, understanding and ability to work with people of all ages, the ability to juggle multiple demands, and a knowledge of and comfort with current technology. The clerk will assist in circulation, shelving, assisting patrons, and perform other duties as assigned.

Pay Rate: Starting pay is \$16.20 per hour.

Part-time staff members are eligible to join the New York State Retirement System, and receive some employee benefits (vacation and sick leave).

Duties/Description: Provide customer service at the circulation desks, and perform other tasks in the library as needed.

Minimum Qualifications: High School diploma or equivalency required.

To Apply: Send a resume and cover letter to Nicole Hershberger, NOPL Cicero Branch Manager at [nhershberger@nopl.org](mailto:nhershberger@nopl.org)

Deadline: Until filled.