



# Great Neck Library

## Part-Time Clerical Position

(Circulation Clerk - Childrens Department)

### Required Skills and Experience:

Display enthusiasm, tact and courtesy while working with a diverse public. Perform basic keyboarding skills and have the ability to use computer programs for circulation functions. Knowledge of SIERRA a plus. Work independently, accurately, and with attention to detail. Able to respond to direction given by a supervisor. Customer service experience is preferred.

**Shift includes Nights, Saturdays and Voluntary Sundays.**

### Starting salary:

\$15.07 per hour

**Reply with resume, cover letter by *October 22, 2021 to:***

Great Neck Library  
159 Bayview Ave  
Great Neck, NY 11023-1938  
[employment@greatnecklibrary.org](mailto:employment@greatnecklibrary.org)

Visit our website at [www.greatnecklibrary.org](http://www.greatnecklibrary.org) for library information.

*No phone calls please.*

*The Great Neck Library is an Equal Opportunity Employer.*

*Posting Dates 10/8/2021-10/22/2021*