



47 Powell Avenue, Bethpage, NY 11714 | 516 • 931 • 3907

April 19, 2023

Part-Time Typist-Clerk Position Available

The Bethpage Public Library is seeking a Typist-Clerk to fill a part-time position in our Circulation Department. The ideal candidate will be friendly, courteous, and flexible, have exceptional customer service skills, and be able to work well with others.

This is a Non-Competitive Civil Service position. You do not need to be on a Civil Service list, and you will not be removed from any Civil Service list.

Duties include, but are not limited to:

- Answer and redirect phone calls.
- Check in and out library materials.
- Collect fines.
- Sign up patrons for library cards.
- Other related tasks, as assigned.

Qualifications: Graduation from high school.

Hours: Monday evenings (5:00 PM – 9:00 PM) and Saturday rotation. Additional hours may be available as-needed.

Salary: \$18.00 per hour

Benefits: Part-Time employees are eligible to participate in the New York State Retirement System, as well as an additional 403B plan. PTO granted after one year of service.

Interested candidates may apply by emailing a resume to Lisa Dobra, Library Director, at ldobra@bethpagelibrary.info. Preference will be given to applications received by **Friday, April 28, 2023**, but applications will be accepted until the position is filled.