



West Hempstead Public Library

500 Hempstead Ave
West Hempstead, NY 11552

Phone: 516-481-6591
Fax: 516-481-2608

Part-Time Typist Clerk Position

The West Hempstead Public Library is seeking a Part-Time Typist Clerk for our Circulation Department. The ideal candidate should be friendly, approachable, and customer-service-oriented. Must be reliable and available to work a flexible schedule.

Salary: \$27.65 per hour

Hours: Wed. 9 am -12 pm
 Thurs. 5-9 pm
 Fri. 1-6 pm
 Sat. 1-5 pm
 Sun 12-5 pm (1-2 a month as needed)

This is a non-competitive Civil Service position. You are not required to be on a Civil Service list. You will not be removed from any Civil Service list.

Interested candidates may apply by emailing a resume and letter of interest to Ms. Dana Castillo at dcastillo@whplibrary.org by Thursday, Sept. 10, 2026.