



Part-Time Library Circulation Clerks

The Moffat Library of Washingtonville, a public library located in the village of Washingtonville in Orange County, New York and serving a population of 25,000 residents, is seeking dependable and friendly people to join our busy Circulation department.

Hours:

Hours: Up to 18 hours/week. Requires weekends. Includes daytime & evening shifts and weekends. The Library is open 7 days a week, Monday through Thursday: 10am-8pm; Friday: 10am-6pm; Saturday: 10am-5pm; & Sunday: 12-5pm. Must be able to work on weekends.

Responsibilities:

Typical Circulation Desk duties include: checking in and out library materials; issuing library cards; collecting fines/fees; assisting patrons in maintaining their library records; shelving library items; and a variety of general clerical duties.

Requirements:

This position requires: ability to converse and work with the public and people of all ages; strong customer service skills; the ability to juggle multiple demands; the ability to express ideas clearly and accurately, both orally and in writing; to interact tactfully and courteously with patrons of all ages and fellow staff members; to be attentive to detail; the ability to operate a computer and keyboard; the ability to converse on the telephone, and the ability to speak, write and read English. The candidate should also be able to do physical work such as standing, bending and lifting (up to 30 lbs).

Minimum Qualifications:

Must have a high school diploma + one year of customer service or library experience. Spanish language fluency a plus.

Part-time positions are non-competitive OC Civil service positions. Moffat Library of Washingtonville is an equal opportunity employer.

Salary Range:

\$16.00-\$19.50 depending on experience.

Benefits:

NYS Retirement System (optional enrollment)

How To Apply:

Please email cover letter and resume using the subject “**Circulation Clerk Position – Part-Time**” to:
Lara Sibley, Head Circulation Librarian: **lsibley.was@rcls.org** / No phone calls please

Applications Deadline:

Deadline is 8/16/26 or until filled. Qualified applicants will be contacted for an interview.

Posted: 7/22/26

Moffat Library of Washingtonville
6 W Main Street
Washingtonville, NY 10992
<https://moffatlibrary.org>