



Clerk/Typist (Substitute) - IT Department

Summary of job responsibilities

The Finkelstein Memorial Library at 24 Chestnut Street, Spring Valley, NY seeks a Clerk-Typist substitute for our IT Department. This busy department proudly contributes to the Library's overall service to over 100,000 diverse patrons. This is a substitute, on-call position with varying daytime/evening hours, including any day of the week, any time between 9am-9pm. This position reports to the Head of IT Department.

Job Description

- Assists library patrons and staff with logging into public computers, accessing online resources and using digital devices.
- Provides support for online catalogs, e-books, databases and other electronic resources.
- Educates staff and patrons on the use of library technology, software applications and digital literacy tools.
- Performs related work as required.

Knowledge & Skills

- Possesses basic computer skills.
- Enjoys working with a diverse clientele of all ages.
- Ability to work independently and collaboratively as part of a team.
- Excellent problem-solving and trouble-shooting skills.

Minimum qualifications

- Graduation from high school or possession of an equivalency diploma.
- NOTE: Academic, technical, or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.

Hourly wage compensation: \$18/hour. See Rockland County civil service job description for [Clerk-Typist](#).

To apply: please email your resume and cover letter to Assistant Director Beth Zambito at bzambito@rcls.org with the subject "IT Clerk-Typist Sub application."

3/2/26