



## SARATOGA SPRINGS PUBLIC LIBRARY

49 Henry Street, Saratoga Springs, NY 12866-3271  
(518) 584-7860 • Fax: (518) 584-7866 • [www.sspl.org](http://www.sspl.org)

### JOB POSTING

**Position:** Computer Clerk (part-time)  
**Departments:** Adult Services  
**Schedule:** Tuesdays and Thursdays 5p-9p, and one Sunday a month 12p-5p  
**Starting Salary:** \$16.86/hour  
**Availability:** Immediate

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**Description** This position is responsible for assisting library patrons in the Public Computer Center, including: signing on to terminals; providing basic guidance on computer hardware, software, and programs; technical troubleshooting; and proper use of the library copiers, microfilm reader, and/or printers.

**Minimum qualifications**

1. Graduation from high school or possession of a high school equivalency diploma; *or*
2. ONE (1) YEAR of clerical experience; *or*
3. An equivalent combination of training and experience as defined by the limits of 1 and 2 above.

**Please remit a cover letter and  
completed SSPL Application for Employment  
(obtain from Library or online:**

**[http://www.sspl.org/documents/about/employee\\_application.pdf](http://www.sspl.org/documents/about/employee_application.pdf) to:**

**SARATOGA SPRINGS PUBLIC LIBRARY**

**ATTENTION: HUMAN RESOURCES | 49 HENRY STREET | SARATOGA SPRINGS NY 12866**