



INTERNAL JOB OPPORTUNITY ANNOUNCEMENT CURRENT JACKSON COUNTY EMPLOYEES ONLY

- Date: Friday, December 10, 2021
- Position: Library Assistant
- Duties:
- Assist patrons in locating materials
 - Process patrons through circulation desk: check-in and out of materials and computers
 - Maintain cataloging and distribution of library materials
 - Register or renew patron access (library cards)
 - Assess and collect fines and fees
 - Process and send overdue notices
 - Train assigned staff on library procedures
 - Assist and recommend selection of materials for library collections
 - Answer routine reference inquiries and research more detailed inquiries
 - Assist patrons in use of online database searches; the internet, computer catalog terminals and microfilm readers
 - Reserve books upon request of patrons
 - Ensure books are maintained and shelved in an orderly manner
 - Ensure accuracy of call numbers and make adjustments to correct errors
 - Type, file, and answer phones
 - Assist Director in scheduling routine work assignments
- Requirements:
- Equivalent to high school diploma
 - Knowledge of library classification systems including Dewey Decimal System
 - Knowledge of library automated computer systems, common database management, spreadsheets, and word processing software
 - Ability to work with and troubleshoot office machines such as copier
 - Ability to communicate clearly with patrons, co-workers and supervisor
 - Ability to follow library policies and procedures, especially as relate to issuing library cards, check in and out of items, collecting fines and fees, and processing new materials
 - Ability to count change and handle money
 - Ability to manage library card holder records and add new items to the online catalog
- Salary: \$ 12.00 to \$ 17.98 per hour, depending upon experience
- Contact: Cherie Robinson, Librarian
- Deadline: 3:00 p.m. on Thursday, December 16, 2021