

ANNOUNCEMENT FOR CIRCULATION CLERK (FULL TIME) OPENING

Elizabeth Jones Library has an opening for a Circulation Clerk to fill a full time (40 hours) position in Grenada, MS. The Circulation Clerk is responsible for the daily duties of the circulation desk, shelving and assists in providing service to patrons at the circulation desk and at the public computers. Responsible for preserving the physical appearance and order of the collection. May assist in providing basic reference service but may not enter personal information for patron into public computers.

Educational Requirements:

Required: High School Diploma or GED; **Preferred:** Bachelor's or Associates Degree, relevant experience working/using a public library; computer skills and familiarity with library systems and online searching.

Skills/Qualifications Required:

- Must possess computer skills, with experience using Microsoft Word and Excel (or equivalents)
- Must possess the ability to work well with people of all ages, races and abilities
- Must possess the ability to provide quality circulation services
- Must possess the ability to establish and maintain good public relations
- Must have knowledge of, and understand, Library policies
- Must be bondable
- Must possess basic office skills
- Must be able to count money and make change
- Must have good communication and research skills
- Must possess a valid driver's license, reliable transportation, proof of automobile insurance and be able to pass a background check.

Physical/Mental Work Requirements:

Strength, for example, to push loaded book cart on level floor and up ramp, to lift or maneuver loads onto cart; ability to bend, stoop and lift for prolonged periods in cramped spaces; work is primarily inactive in nature; physical requirements include sitting or standing for extended periods of time, walking, bending, stooping, and lifting books, materials and files; energy to deal with the public for sustained periods while maintaining positive and enthusiastic non-bias communication; ability to use computer workstation, including keyboard and visual display terminal, for extended periods of time. Applicant must be able to lift 30-40 pounds.

Primary Duties:

- Greet the public and help them feel welcome and comfortable in the library
- Become proficient in use of the automated circulation system
- Perform opening and closing procedures
- Check in/out, discharge, and renew Library materials
- Register patrons for Library cards, issue and renew cards
- Handle patron book requests
- Calculate and collect overdue fines, charges for printed/copied pages, faxes
- Additional specific duties are assigned as needed

Available

Position will remain open until qualified applicant is found.

Beginning salary for this position is \$15,600.00. Benefits will include State Retirement and State Insurance, both partially paid for by the Elizabeth Jones Library. Sick and Annual Leave will be obtained after 30 days according to hours worked.

All interested parties should submit the completed application and a résumé to: Elizabeth Jones Library, c/o Director 1050 Fairfield Avenue, Grenada, MS 38901. Applications may be obtained at the Library or online at <http://elizabeth.lib.ms.us/staff-and-trustees>