

## BOLIVAR COUNTY LIBRARY SYSTEM

### Circulation Clerk

#### Position Announcement

##### Overview

The Circulation Clerk is a permanent, salaried 40 hour per week position providing front-line customer service to the general public. Evening and/or weekends may be required. Must have reliable transportation. May have to work other library branches.

##### Minimum Qualifications

- Outgoing personality who enjoys helping people;
- Strong computer and technology skills;
- High school diploma or GED;
- Skill in sorting items by alphabetical or numerical order; and
- Ability to correctly count and make change.

##### Job Description

The Circulation Clerk supports all functions of the library including assisting users on public access computers, assisting users accessing electronic library services such as online journals, e-books, homework resources, and more. Strong computer skills, including Microsoft Office Suite, and proficiency with smart phones are required. The Circulation Clerk must work well with a wide-cross section of the public, including children and teenagers.

**Salary:** \$21,000.00

##### Benefits

Benefits include participation in the State of Mississippi Health and Life Insurance Program, participation in the State of Mississippi Public Employees' Retirement System (PERS), ten paid public holidays, and accrual of paid personal and medical leave.

##### Responsibilities

Checking in and out library materials ♦ Recommending reading materials for pleasure ♦ Shelving returned materials ♦ Straightening and ordering shelved materials ♦ Using library software to search for materials or subjects ♦ Assisting library users with finding materials on subjects requested ♦ Assisting library users with applying for or renewing library cards ♦ Accepting payment for fines ♦ Assisting computer users ♦ Assisting library users making copies, sending faxes, laminating, and scanning documents ♦ Accepting payments and making change ♦ Answering the desk phone ♦ Creating/Assisting with displays ♦ Helping with programs the library hosts ♦ Other duties as assigned

##### To Apply

Job applications are available at all branches of the Bolivar County Library System and on the library website. Resumes and cover letters are desirable. Packets may be emailed to [info@bolivar.lib.ms.us](mailto:info@bolivar.lib.ms.us) or mailed to:

Bolivar County Library System

Attn: Director

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