

Read the Job Announcement Carefully.

Please ensure minimum requirements are met before submitting the application. Answer all questions completely and accurately on the employment application. Failure to complete the entire application may result in disqualification or rejection.

JOB TITLE: LIBRARY ASSISTANT (PART TIME)

DEPARTMENT: LIBRARY – HEADQUARTERS

SALARY: \$15.12 HOURLY

MUST MEET MINIMUM REQUIREMENTS: High school diploma or GED; two (2) years of college strongly preferred; experience working with the public in a fast paced environment; library experience strongly preferred. May be required to work 18 hours per week, one evening week, alternate Saturdays and occasional Sundays.

NATURE OF WORK: This is moderate difficulty performing specialized library tasks requiring acquitted knowledge. Work involves assisting patrons to best utilize library resources, responding to requests for information in person and by phone at the Headquarters Library Information Desk.

SOME OF THE ESSENTIAL JOB DUTIES INCLUDE: Assists library users to use electronic information resources including GALILEO and the Internet; assists library users to use word processing computers; assists library users in selecting materials and locating information from library resources; assists library users in locating books, periodicals and other materials; uses electronic and printed information resources to locate appropriate, accurate information to meet the needs of library users; assists library users in the use of the cataloging system and computer catalog; assists library users to request materials to be borrowed through interlibrary loan. Responsibilities may also include checking in and out library materials, placing holds on materials, assisting patrons with circulation related records, registering patrons for library cards and library programs, registering voters, recommending materials to patrons, collecting and payment of overdue fines and fees. Performs other related duties as required.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

SELECTION PROCEDURE: Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

TO APPLY: Applications may be submitted on-line at our County Website until the position is filled.

Clayton County, Georgia is an Equal Opportunity Employers. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.