

Position:	CIRCULATION ASSISTANT
Library/City	Evelyn Taylor Majure Library - Utica, MS
Date Posted	1/29/2021
Date Expires	Open Until Filled
Date Available	Immediately
Responsibilities	<p>Work involves responsibility for routine circulation and clerical functions using automated circulation system. Performs branch circulation duties including charging books in and out, data inputting, and answering telephones; providing assistance to patrons with routine informational services. Performs other duties as assigned by the Branch Manager.</p>
Requirements	<p>High School Diploma or GED is required (some college is desired). Position requires prior comparable work experience and computer skills; ability to effectively work with library patrons and staff; basic knowledge of library use and procedures preferred. Work requires standing for extended periods of time, stooping, and bending. Satisfactory attendance in previously held employment is a MUST. Only applicants who successfully pass preemployment background screenings will be considered.</p> <p>Interested applicants will work 36 hours a week within the library's hours of operation.</p>
Salary & Benefits	<p>Salary is commensurate with qualifications and experience; excellent benefits package including health, dental, vision, short-term disability and life insurance; State of Mississippi retirement plan.</p>
Contact	<p>If you are interested in this position, applications are available at <a href="http://www.jhlibrary.org">www.jhlibrary.org</a>. To be considered for this position, an application AND a resume are required. E-mail Brenette Nichols, Director of Human Resources, <a href="mailto:bnichols@jhlibrary.org">bnichols@jhlibrary.org</a>.</p>
Location (Library or institution name)	Jackson-Hinds Library System
Place/Environment	Evelyn Taylor Majure Library - Utica, MS