

Copiah-Jefferson Regional Library

Job Title:	Administrative Assistant	Job Status:	Non-Exempt
Location:	Hazlehurst	Travel Required:	Minimal; Reimbursed.
Level/Salary Range:		Position Type:	Part-time: ____hours
Supervisory?	No	Supervisor:	Library Director
Schedule:		Benefits:	n/a
Date posted:		Posting Expires:	
Fax or E-mail: (601)894-1672 or director@copjef.lib.ms.us		Mail: Copiah-Jefferson Regional Library ATTN: CJRL Director 223 S. Extension Street Hazlehurst, MS 39083	
Job Description:			
<p>Job Purpose: Responsible for performing a variety of duties mainly for the Library Director and company in general.</p> <p>Duties:</p> <ul style="list-style-type: none"> - Provide administrative assistance to the Library Director as required or as requested including correspondences, typing, information research, filing and taking telephone messages. Drafts memos/letters as appropriate. - Performs other administrative or office duties as required or as assigned. <p>Skills/Qualifications: High school diploma. Degree in business/education related field or equivalent experience. Strong interpersonal skills. Self-motivated. Creative. Strong oral and written communication skills. Excellent organizational skills. Efficient in use of word processing and internet browser software. Excellent typing skills. Ability to mentally calculate small monetary transactions and order decimal numbers to the hundredths position. Able to lift up to 25 lbs. Drug free. Dependable personal transportation. Non-felon. Preferred: Experience maintaining websites/blogs, using social networking sites, and creating documents using Microsoft Office products. Experience with Google's online office suite of products.</p>			

Equal employment opportunity for all individuals regardless of race, color, creed, sex, religion, national origin, age, physical handicap, disability, or political affiliation is the policy of the Copiah-Jefferson Regional Library. In order to assure non-discriminatory practices and procedures in all phases of library personnel administration. Copiah-Jefferson Regional Library's equal opportunity policy, therefore, prohibits any form of unlawful discrimination based on the foregoing and other considerations made unlawful by federal or state laws.