

# Copiah-Jefferson Regional Library

<b>Job Title:</b>	Library Aid	<b>Job Category:</b>	Non-Exempt
<b>Location:</b>		<b>Travel Required:</b>	Infrequent; Reimbursed
<b>Level/Salary Range:</b>		<b>Position Type:</b>	
<b>Supervisory?</b>	No	<b>Supervisor:</b>	Branch Manager
<b>Schedule:</b>		<b>Benefits:</b>	
<b>Date Posted:</b>		<b>Posting Expires:</b>	
<b>Fax or E-mail:</b> (601)894-1672 or <a href="mailto:director@copjef.lib.ms.us">director@copjef.lib.ms.us</a> Subject Line: Library Clerk Position <b>Attention:</b> CJRL Director		<b>Mail:</b> Copiah-Jefferson Regional Library ATTN: CJRL Director 223 S. Extension Street Hazlehurst, MS 39083	
<b>Job Description</b>			
<p><b>Job Purpose:</b> Assists manager by performing related duties.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Provides efficient, equitable, and courteous service for all library patrons, without regard to race, age, sex, nationality or religion.</li> <li>• Supports library activities including, but not limited to, circulation desk, assisting patrons, maintenance of computerized records, collection of overdue materials, re-shelving materials, and shelf maintenance.</li> <li>• Upholds the general appearance, condition, and security of the library facility.</li> <li>• Performs other relevant duties as needed.</li> </ul> <p><b>Skills/Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Telephone Skills, Verbal Communication, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Phone Skills</li> <li>• High school diploma. Ability to mentally calculate small monetary transactions and order decimal numbers to the hundredths position. Able to lift up to 25 lbs. Able to stand for prolonged periods of time. Drug free. Dependable personal transportation. Non-felon. <b>Preferred:</b> Previous library experience. Experience with programming for specific people groups (day cares, senior citizens, etc.).</li> </ul>			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	

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.