

Copiah-Jefferson Regional Library

Job Title:	Library Clerk	Job Category:	Non-Exempt
Location:		Travel Required:	Infrequent; Reimbursed
Level/Salary Range:		Position Type:	
Supervisory?	No	Supervisor:	Branch Manager
Schedule:		Benefits:	
Date Posted:		Posting Expires:	
Fax or E-mail: (601)894-1672 or director@copjef.lib.ms.us Subject Line: Library Clerk Position Attention: CJRL Director		Mail: Copiah-Jefferson Regional Library ATTN: CJRL Director 223 S. Extension Street Hazlehurst, MS 39083	
Job Description			
Job Purpose: Assists manager by performing related duties.			
Duties: <ul style="list-style-type: none"> • Provides efficient, equitable, and courteous service for all library patrons, without regard to race, age, sex, nationality or religion. • 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. • Upholds the general appearance, condition, and security of the library facility. • Assists library patrons with Microsoft products, e-mail, and internet browsing. • Independently and effectively operates the library facility during the absence of an immediate supervisor. • Performs other relevant duties as needed. 			
Skills/Qualifications: <ul style="list-style-type: none"> • High school diploma. 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. Able to stand for prolonged periods of time. Dependable personal transportation. Preferred: Previous library experience. Experience with programming for specific people groups (day cares, senior citizens, etc.). Experience using social networking sites, and creating documents using Microsoft Office products. Participatory experience with genealogical organizations or software. Experience with Polaris library circulation software. • Applicant's drug testing and background check results will be reviewed prior to any offer of employment. 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

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.