

SEQUATCHIE COUNTY PUBLIC LIBRARY
Library Clerk Job Announcement

Summary: The position is 36hours/week working under the supervision of the library director. The library clerk is expected to perform routine duties at the circulation desk in the library and special duties as requested by the director. The successful candidate must have computer and keyboarding proficiency; knowledge of or ability to learn a computerized circulation system and Dewey Decimal System; ability to operate office/library equipment; ability to deal courteously with associates and patrons; ability to maintain patron confidentiality; and to adhere to Tennessee State Library Law and adhere to and enforce all library and county policies and procedures.

Tasks and Responsibilities: For a full job description visit www.sequatchiecountylibrary.org

REQUIREMENTS:

- High school diploma required.
- Some library experience preferred
- Working knowledge of basic office procedures and intermediate to advanced computer skills

Compensation: \$10 an hour

Application Requirements: Cover letter, resume, 3 personal references

Application Deadline: August 3, 2017

Contact: scpl@bledsoe.net

The Sequatchie County Public Library does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability.