**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**  
The 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.

**Requirements**  
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.

Interested applicants will work 36 hours a week within the library's hours of operation.

**Salary & Benefits**  
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.

**Contact**  
If you are interested in this position, applications are available at www.jhlibrary.org. To be considered for this position, an application AND a resume are required. E-mail Brenette Nichols, Director of Human Resources, b nichols@jhlibrary.org.

**Location (Library or institution name)**  
Jackson-Hinds Library System

**Place/Environment**  
Evelyn Taylor Majure Library - Utica, MS