

JOB POSTING: FULL-TIME CIRCULATION CLERK

The Jackson-Madison County Library is accepting applications for a Full- Time Circulation Clerk. Applicants must submit a completed Madison County application form to Dinah Harris at dharris@madisoncountyttn.gov . Application may be picked up at the Main Library 433 E. Lafayette Street or the North Branch at 8 Stonebridge, Suite F & G.

Posted date: *January 10, 2022*

Posted until position is filled.

Location: *Jackson-Madison County Library, 433 East Lafayette St, Jackson, TN*

Jackson- Madison County Library seeks enthusiastic, service-oriented, circulation clerk. This is a 35-hour week position at our Main Library downtown.

Candidates must possess the following skills:

- Library experience preferred but not mandatory.
- Ability to use/learn Dewey Decimal Classification System.
- Ability to organize in alphabetical order.
- Excellent oral and written communication skills.
- Excellent customer service skills.
- Intermediate computer skills and ability to operate various mobile devices.
- Ability to multi-task.

Specific job responsibilities will be discussed if interview is granted.