

## JOB POSTING: Technology Services Assistant

The Jackson-Madison County Library is accepting applications for a Technology Services Assistant. Applicants must submit a completed Madison County application form to Dinah Harris at [dharris@madisoncountyttn.gov](mailto: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 9, 2023*

**Posted until:** *Filled*

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

Jackson- Madison County Library seeks enthusiastic, service-oriented, person to work in the library's computer lab. This is a 35 hour per week position that includes some evening hours and Saturdays.

Candidates must possess the following skills/education:

- High School education required; College degree preferred
- Working knowledge of computer applications for library services
- Ability to comprehend patron needs
- Good oral and written communication skills
- Ability to establish and maintain good working relationships with staff and public
- Ability to organize work for efficient use of time
- Ability to understand and interpret library policies, procedures, and rules

Specific job responsibilities will be discussed if interview is granted.