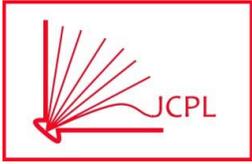


Applications will be accepted until March 21, 2020.



Jackson County Public Libraries

208 Church St N, Ripley, WV 25271 373 Virginia St. Ravenswood, WV 26164
Phone:(304) 372-5343 Fax:(304) 372-7935 Phone:(304) 273-5343 Fax:(304)273-5395

Library Assistant Position

The position will be 30 hours per week at the **Ripley** library.

Job Summary:

This position involves customer service to Library users by checking materials in and out, handling customer accounts, fine/fee transactions, producing fines reports, responding to customer inquiries by phone and in person, and providing other assistance within the Library.

Minimum Qualifications:

High school diploma or equivalent required. Relevant library experience desirable.

Required Competencies:

- Ability to communicate effectively with staff and patrons.
- Ability to establish and maintain effective working relationship with co-workers.
- Ability to learn the general rules and regulations of the Library system
- Ability to learn Library circulation procedures.
- Ability to work with limited supervision.
- Ability to follow written and oral instructions.
- Ability to handle money and make change.
- Ability to pay attention to details.
- Requires physical agility and strength to bend, reach, lift and carry (up to 25 lbs.), and push/pull loaded carts when shelving materials.
- Ability to withstand extensive standing while working.

Essential Duties:

- Ability to interact with public in a consistent, friendly, and courteous manner.
- Answer circulation, directional and basic reference questions.
- Check Library materials in and out, renew items, place holds, and call about overdues at the circulation desk and work room; empty book drop.
- Process hold, recall, and loan transactions for branch Libraries.
- Register patrons in an accurate and timely fashion.
- Shelf materials and read shelves according to labels.
- Handle telephone calls and route messages.
- Perform routine Library computer functions.
- Assist patrons with Library equipment and related software (copier, microfilm/reader/printers, and computers).
- Clean and repair Library materials, as needed.
- Flexibility to work on weekends and evenings.
- Share responsibility for building supervision, opening and closing procedures.
- Provide readers' advisory.
- Performs related work as required and other duties as assigned.