

JOB NOTICE
DESOTO PARISH LIBRARY
Mansfield Library
CIRCULATION SERVICES, LIBRARY CLERK II (PART TIME)

An immediate regular, part-time **Library Clerk II** position is available at the Mansfield Library in Circulation services for 20 hours per week. Hours are:

Monday – 2:00-6:00

Tuesday – 2:00-6:00

Wednesday – 2:00-6:00

Thursday – 2:00-6:00

Saturday – 9:00-1:00

This position is responsible for greeting and directing library patrons and charging and discharging library materials in accordance with established library policies and procedures.

BASIC DUTIES INCLUDE:

Opening and closing procedures; checks out, discharges, and renews all library materials; registers patrons for library cards, issues and renews cards; creates and updates patron records regarding Internet, expiration dates, fines, etc.; checks in book bag materials and calls patrons when requested materials arrive; answers patron questions and solves problems regarding circulation of library materials; answers incoming calls, handles patron requests or problems and/or directs calls to correct extensions; enforce Library rules; monitors library security, safety and health conditions; maintains Library in a neat and orderly fashion.

MINIMUM QUALIFICATIONS FOR JOB:

Education: High School diploma or equivalent.

Experience: Demonstrated customer service experience; strong interest in reading and library services.

APPLY BY APPLICATION PROCESS.
THIS POSITION WILL REMAIN OPEN UNTIL FILLED.

Mansfield Library
Attention: Mrs. Doris Ross
109 Crosby Street
Mansfield, LA 71052
318-872-6100

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