



JOB ANNOUNCEMENT
UINTAH COUNTY LIBRARY
Posting #: 4580-10-20-02

Opens: October 14th, 2020
Closes: October 27th, 2020

POSITION: Library Assistant (part-time)

PURPOSE: Performs a variety of **entry level, routine clerical duties** as needed in support of maintaining orderly appearance of library and book returns.

ESSENTIAL FUNCTIONS:

- Re-shelve library materials, straighten and inventory library materials on shelves
- Assists patrons to locate desired library materials
- Assist circulation clerks and operate various types of equipment (copiers, computers, internet services, etc...)

MINIMUM QUALIFICATIONS:

- Graduation from High School
- Be literate and enjoy reading
- Be familiar with Dewey Decimal System
- Have a good memory, in order to remember books, authors, locations on shelves, and various library procedures.
- Be able to stoop, kneel, grasp and lift cumbersome objects. Must be able to comfortably stand for long periods of time.

COMPENSATION

- Part-time, non – benefited
- Pay Grade 1

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER