

POST IN PUBLIC AREA

**JACKSON GEORGE REGIONAL LIBRARY SYSTEM**

March 25, 2025, Until Filled

Position: **Clerk I – Public Services**

Location: **Pascagoula Public Library**

Available: **May 1, 2025**

Salary: **\$19,591.00**

**MINIMUM QUALIFICATIONS:**

1. High school diploma or equivalent.
2. One year paid full-time office or public contact work experience.
3. Computer/ Internet skills.
4. Ability to place items in correct alphabetical order and numerical sequence.
5. Effective written & oral communication skills.
6. Must be physically capable of standing for long periods, ability to hear, bend, stoop, push, pull, squat, crouch, reach above shoulder level, and lift and move objects up to 25 pounds.
7. Valid driver's license and transportation.

**DUTIES:** In conjunction with other library personnel:

1. Staff the public service desk
2. Answer telephone
3. Answer in-house requests for information from customers of all ages
4. Assist customers in the selection of needed materials and the location of various information resources
5. Perform tasks related to patron registration and automated circulation, intra/interlibrary loan, holds, reference services, and other public services and routines
6. Assist customers using the OPAC and other bibliographic tools required for access to the collections, resources and information services of the Branch Library and the System
7. Assist customers in use of the public computers/software, resources/equipment housed in the library
8. Maintain collections through weeding, shelf reading, and shelving as directed

9. Stay up to date on adult best-sellers and widely read areas of adult fiction and non-fiction literature
10. Develop a cursory knowledge of children's literature
11. Recommend titles for purchase to the Branch Manager
12. Serve as "Person-in-Charge" (PIC), as required by duty schedule; Handle patron behavioral and other problems, patron complaints and emergencies in accordance with policies set forth in manuals when serving as PIC
13. Assist with the preparation of various programs, displays and exhibits
14. Review and understand all policies, procedures, and training manuals as may be developed, including personnel policies, public services, etc.
15. Provide courteous, friendly and energetic service at all times
16. Attend Branch and System meetings and training programs, including those involving overnight travel, as required
17. Other duties as required

An employee holding this position is subject to an initial six-month probationary period with performance evaluations conducted by the Manager periodically during this period. Thereafter, performance evaluations are conducted annually, or as needed, by the Branch Manager and reviewed by the Assistant Director Branch Services and the Director.

**TO APPLY:** Applications can be picked up at any Jackson-George Regional Library branch or on JGRS website: <https://jgrls.org/careers/>. Applications can be emailed to [hr@jgrls.org](mailto:hr@jgrls.org), or dropped off at any JGRS branch. Please include your resume.

AN EQUAL OPPORTUNITY EMPLOYER