

Post in Staff and Public Area

JACKSON-GEORGE REGIONAL LIBRARY SYSTEM

July 10, 2025, - July 16, 2025
External Applicants July 9, 2025 until filled

Position: Clerk I – Public Services

Location: Ina Thompson Moss Point Library

Available: August 1, 2025

Salary: \$19,591.00 per year (\$10.04 per hour)

Hours/Benefits: 37.5-hour work week; at least two evenings per week until 6:30 p.m. and alternating every Friday / Saturday until 4:00 p.m. Employees in this position are eligible for 100% employee benefits to include BCBS Healthcare and Public Employers Retirement Plan (PERS) benefits.

Make a Difference at the Ina Thompson Moss Point Library!

Are you ready to be the friendly face that greets our community, helps connect people with information, and brings energy to every corner of the library? The Ina Thompson Moss Point Library is seeking an enthusiastic and dependable individual to serve as Clerk - a role that's vital to our mission of excellent community service.

As a Clerk, you'll do more than shelve books. You'll be a tech helper, a resource guide, a problem-solver, and an everyday hero to our patrons of all ages. Whether you're recommending a great novel, assisting someone on the computer, or supporting exciting library events, every day is an opportunity to make an impact.

What You'll Do:

- Assist visitors in locating books, using computers, and accessing library services
- Handle circulation and registration duties with accuracy and care
- Support programming, create eye-catching displays, and help keep collections in tip-top shape
- Occasionally serve as Person-in-Charge and help manage library operations
- Work with a supportive team that values learning, communication, and public service

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. Assist with car seat procedures
15. Review and understand all policies, procedures, and training manuals as may be developed, including personnel policies, public services, etc.
16. Provide courteous, friendly and energetic service at all times
17. Attend Branch and System meetings and training programs, including those involving overnight travel, as required
18. Other duties as required

TO APPLY:

Internal Applicants: Employees interested in applying must submit their resume and a formal letter of interest to Angie Stewart, Director via email at director@jgrls.org. The letter should state your career goals and objectives and why you want the position. Please sign your letter.

Deadline: 4:00 p.m., Tuesday, July 16, 2025

External Applicants: Applications can be picked up at any Jackson-George Regional Library branch or on JGRLS website: <https://jgrls.org/careers/>. Please submit application and resume to any Jackson-George Regional Library System branch or email to hr@jgrls.org.

Jackson-George Regional Library System is an equal opportunity employer.