



Lawrence County
LIBRARY ASSISTANT

DEPARTMENT: Lawrence County Library | **LOCATION:** Lawrenceburg, TN

POSITION DESCRIPTION:

- Assist patrons with locating and checking out library materials.
- Shelf library materials and keep library neat and organized.
- Assist patrons with use of library equipment.
- Simple filing, telephone work, data entry.
- Collection of fines and fees.

Minimum Qualifications:

- High school diploma or equivalent required.
- Library or business experience desired.

Knowledge/Abilities/ Skills:

- Excellent Computer Skills.
- Accurate spelling and typing skills.
- Ability to interact with all types/ages of people and to communicate effectively with them.
- Ability to follow instructions and work with minimum supervision.

ADA Minimum Requirements to perform essential job functions:

- Requires standing for long periods of time.
Requires use of hands-on keyboard or for grasping/pushing/pulling/moving library materials.
- Frequent lifting and bending as necessary to shelve books.
- Frequent lifting of items 25-50 pound in weight.
- Must be able to learn policies and procedures and to follow written and verbal instructions.

This a *part-time position*. The person hired will work a schedule of 2-3 days per week. Hours may include working on Saturdays and evening hours.

TO APPLY:

Apply in person at the Lawrence County Public Library, 519 East Gaines St. Lawrenceburg, TN. An application is available on the Lawrence County Government website.