Lawrence County Public Library

519 E. Gaines Street
Lawrenceburg, Tennessee 38464

The Lawrence County Public Library has an opening for a part-time library assistant.

Duties will include the following:

- **Assist patrons with locating and checking out library materials**
- **Shelve 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 pounds in weight**
- **Must be able to learn policies and procedures and to follow written and verbal instructions**

The person hired will usually work [redacted] three days each week. Schedule will vary from week to week. Hours may include working on Saturdays and daytime and evening hours.

Apply in person at the Lawrence County Public Library, 519 East Gaines Street, Lawrenceburg, TN.