

**Circulation Assistant:** Part Time position, 20 hours per week on a fixed schedule. Afternoon or Evening availability preferred. Responsibilities include assisting with general library circulation, public computer usage, and shelving library materials. A minimum of an Associate's Degree, or the equivalent postsecondary education, is required. A valid South Carolina driver's license is also required. Customer service experience preferred. Pay rate is \$14 an hour.

**Harvin Clarendon County Library**  
Circulation Assistant  
Job Description – 2024

**General Position Description**

Under the general direction of the Library Director, this position assists library users according to the established policies and procedures of the library.

**Essential Tasks**

The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work, knowledge, skills, and abilities as necessary.

Perform general circulation duties including, but not limited to, checking items in and out, registering patrons, placing holds, collecting fines and fees, assisting with copier, print, and fax services.

Perform general reference and reader's advisory assistance.

Assists patrons in using various resources and equipment of the Library including card catalog, eBooks, databases, and Internet access computers.

Empties book drop and shelves library materials.

Assists with maintenance of library collection including repair of materials and preparing items to be discarded.

Assists co-workers with duties as required.

Attends continuing education classes, meetings and/or workshops to maintain and enhance job knowledge and skills.

**Knowledge, Skills, and Abilities**

Must have excellent interpersonal and customer service skills and enjoy working with a diverse population.

Must have the ability to communicate effectively orally.

Must have familiarity with computer programs such as Microsoft Office, Adobe, and various Internet browsers/email applications.

Must have the ability to reach, bend, grasp, stoop, stand for long periods of time, and be able to maneuver up to 40 pounds of library materials.

Must be able to work a fixed schedule that may include some evenings and Saturdays.

### **Education, Experience, and Training**

A minimum of an Associate's Degree in any discipline (or equivalent postsecondary education) is required.

Customer service experience preferred.

Must have a valid South Carolina driver's license and safe driving record.

### **EOE and ADA Compliance**

The Harvin Clarendon County is an Equal Opportunity Employer. ADA requires the Library to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.