

Jefferson County Employment Opportunity

Part Time Library Assistant

The Jefferson County Board of County Commissioners is seeking qualified applicants for a Part Time Library Assistant.

The successful applicant will demonstrate the ability to provide friendly services while working at the front desk, shelving books and materials, assisting patrons with technology, assist with keeping the library workspace organized, assist with various library programs, and other duties as assigned. This position is objectively performed to provide services to the citizens of Jefferson County.

Requirements to Apply: high school diploma, solid technology skills (word processing; basic troubleshooting; copying, printing, and faxing), solid public interaction skills. This position will require the applicant to work during evenings and weekends. Applicants should be self-motivated, comfortable working in public areas, and have the ability to assist patrons of all backgrounds, ages, and skill levels. Candidates with Spanish language skills are encouraged to apply.

Drug screening and level II background checks are required; Veteran's preference will be given to qualified applicants. Starting salary \$15.00 per hour depending upon qualifications. Jefferson County is an Affirmative Action/Equal Opportunity Employer/Drug Free workplace.

To apply: Please submit a cover letter and resume along with Jefferson County Employment application to Natalie Binder at nbinder@jeffersoncountyfl.gov please include "Library Assistant" in the subject line of your email. Applications may be obtained by visiting our website at www.jeffersoncountyfl.gov,

Questions? Please contact Natalie Binder at nbinder@jeffersoncountyfl.gov please include "Library Assistant" in the subject line of your email.

Application period: This position will remain open until filled.