

Position: Library Assistant (Full-Time)

**Duties:**

1. Enter new materials into the Evergreen catalog/database.
2. Assist patrons at the circulation desk according to policies of the Jay County Public Library and the Evergreen Indiana library consortium.
3. Perform a variety of other duties to be assigned based on education and strengths.

**Required and Desired Skills and Background:**

1. High school diploma required.
2. Positive public service attitude, outgoing personality, likes to work in a team environment, willingness to learn, creativity.
3. High level of attention to detail.
4. Strong computer skills and use of different software.
5. Physically able to carry tote boxes and push carts of materials, climb stairs, crouch or reach to retrieve materials, use a keyboard.
6. Familiarity with organization and functions of the library.
7. Enjoyment and experience working with children.

**Terms:**

1. Full-time position (37.5 hours per week) including evening and Saturday assignments.
2. Starting pay is \$16.36 per hour.
3. Pro-rated amount of Paid Time Off upon start of employment.
4. Enrollment in the Indiana Public Retirement System.

**Position Availability:**

April 2021

**Application Procedures:**

1. Pick up application at the front desk at the library and return it back with a **letter of interest** and **resume** to the front desk or mail to: JCPL Attn: Eric Hinderliter 315 North Ship Street Portland, IN 47371.
2. Or, find application on our website ([www.jaycpl.lib.in.us](http://www.jaycpl.lib.in.us)) and email **application, letter of interest** and **resume** to [ehinderliter@jaycpl.lib.in.us](mailto:ehinderliter@jaycpl.lib.in.us).
2. Applications accepted until position is filled.