

September 1, 2022

The following position is now open:

Library Assist 1- Cataloging Assistant

Performs basic copy cataloging of Library materials using bibliographic standards in MARC format from OCLC database. Checks in and shelves periodicals. Assists with weeding serials as needed. Works a public desk shift as assigned. Assists with collection maintenance and other duties as assigned.

Hours:

This is a full time position. Generally hours 8 a.m. - 5 p.m. Monday through Friday. This position will participate in the scheduled weekend work rotation.

Monthly Salary: \$2,522.00

Employment applications may be obtained at the Circulation Desk; or Library website [www.mrrl.org](http://www.mrrl.org)

Please submit employment application to Human Resources by 5 p.m. September 15, 2022. Missouri River Regional Library is an equal opportunity employer, committed to diversity, M/F/D/V.

**Mailing Address**

PO Box 89  
Jefferson City, MO 65102-0089  
573.634.6064  
Fax: 573.634.7028

**Administrative Offices**

308 East High Street  
Suite 205  
Jefferson City, MO 65101  
573.634.6064  
Fax: 573.634.7028

**Main Library**

214 Adams Street  
Jefferson City, MO 65101  
573.634.2464  
Fax: 573.634.7028

**Osage County Library**

22 Library Lane  
Linn, MO 65051  
573.897.2951  
Fax: 573.897.3815