

April 18, 2023

****Circulation Clerk****

Temporary

This is a temporary position with the possibility of becoming permanent. This part time Clerk position works in the Circulation Department assisting patrons in checking library materials in and out, issuing library cards, and shelving materials. This position answers the main Library phone and assists patrons as needed. Clerk empties the Library drop boxes at specific times and checks in materials.

Hours:

Thursday 1:00 p.m. – 5:00 p.m.

Friday 1:00 p.m. – 6:00 p.m.

Every other Saturday 8:00 a.m. – 5:00 p.m.

Every other Sunday 12:00 p.m. – 5:00 p.m.

Salary

\$13.13 per hour

Employment applications may be obtained at the Circulation Desk or
www.mrrl.org

Missouri River Regional Library is an equal opportunity employer, committed to diversity, M/F/D/V. Please submit employment application to Human Resources by 5 p.m. May 9, 2023.

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