

Osage County Library Clerk

This part time Clerk position provides assistance to patrons in checking library materials in and out, issues library cards, answers phone, shelves materials and performs clerical, record keeping and other routine tasks as assigned. This position requires basic computer skills, attention to detail, and excellent customer service skills to work effectively with patrons & staff.

Hours:

Hours are Monday & Tuesday 8:30 a.m. - 6:15 p.m.; Thursday 1:00 p.m. – 6:15 p.m.; every other Saturday 8:45 a.m. – 1:15 p.m.

Salary \$13.13 per hour

Employment applications may be obtained at the Osage County Library Branch or www.mrrl.org

Please submit employment application to Human Resources by 5 p.m. May 17, 2023. The 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